

**CONTRACT BETWEEN
COUNTY OF GLOUCESTER
AND
MID-ATLANTIC STATES CAREER AND EDUCATION CENTER**

THIS CONTRACT is made this 21ST day of April, 2021, by and between the **COUNTY OF GLOUCESTER**, a body politic and corporate, with offices in Woodbury, New Jersey, hereinafter referred to as "**County**," and **MID-ATLANTIC STATES CAREER AND EDUCATION CENTER**, of 111 S. Broadway, Pennsville, New Jersey 08070, hereinafter referred to as "**Contractor**".

RECITALS

WHEREAS, the County of Gloucester, a designated workforce investment area, pursuant to the Workforce Innovation and Opportunity Act (WIOA) along with guidelines created by the Work First New Jersey TANF Program has a need to provide Community Work Experience Program (CWEP) and Group Job Search (GJobs) classes, as per RFP# 021-029; and

WHEREAS, this contract is awarded pursuant to and consistent with Gloucester County's fair and open procurement process and the terms and provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, Contractor represents that it is qualified to perform said services and desires to so perform pursuant to the terms and provisions of this Contract.

NOW, THEREFORE, in consideration of the mutual promises, agreements and other considerations made by and between the parties, the County and the Contractor do hereby agree as follows:

TERMS OF AGREEMENT

1. **TERM**. The term of the contract shall be from May 1, 2021 to April 30, 2026.
2. **COMPENSATION**. Contractor shall be compensated as per the proposal submitted by the Vendor, dated March 30, 2021, incorporated in its entirety by reference and made part of this Contract in an amount not to exceed \$85,700.00 for the 1st year of the Contract, which must be exhausted on or before December 31, 2021, and subsequent years amounts based on grant funding.

It is agreed and understood that this is an open-ended contract, thereby requiring the County to use Contractor's services only on an as-needed basis. There is no obligation on the part of the county to make any purchase whatsoever.

Contractor shall be paid in accordance with this Contract document upon County's receipt of an invoice and a properly executed voucher. After approval by County, the payment voucher shall be placed in line for prompt payment.

Each invoice shall contain an itemized, detailed description of all work performed during the billing period. Failure to provide sufficient specificity shall be cause for rejection of the invoice until the necessary details are provided.

It is also agreed and understood that the acceptance of the final payment by Contractor shall be considered a release in full of all claims against the County arising out of, or by reason of, the work done and materials furnished under this Contract.

3. **DUTIES OF VENDOR.** The specific duties of the Contractor shall be as set forth in the County's RFP# 021-029 and Contractor's responsive proposal, which are incorporated in their entirety by reference and made a part of this Contract. Should there occur a conflict between this form of contract and RFP# 021-029 and/or the Contractor's proposal, this Contract shall prevail. Should there occur a conflict between the RFP and the Contractor's proposal, the RFP shall prevail.

Contractor agrees that it has or will comply with, and where applicable shall continue throughout the period of this Contract to comply with, all of the requirements of the bid documents.

Contractor will comply with Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance) and NJ 15-08 OMB.

4. **FURTHER OBLIGATIONS OF THE PARTIES.** During the performance of this Contract, the parties agree as follows, where applicable:

The Contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of gender, age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation and gender identity or expression, disability, nationality, sex, veteran status or military service. Except with respect to affectional or sexual orientation and gender identity or expression, the Contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation and gender identity or expression, disability, nationality, sex, veteran status or military service. Such equal employment opportunities shall include, but not be limited to, the following: employment, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause.

The Contractor or subcontractor, where applicable, will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to gender, age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or

expression, disability, nationality, sex, veteran status or military service.

The Contractor or subcontractor, where applicable, will send to each labor union with which it has a collective bargaining agreement a notice, to be provided by the Agency Contracting Officer advising the labor union of the Contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The Contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The Contractor or subcontractor, where applicable, agrees to make good faith efforts to meet targeted employment goals established in accordance with N.J.A.C. 17:27-5.2.

5. **LICENSING AND PERMITTING.** If the Contractor or any of its agents is required to maintain a license, or to maintain in force and effect any permits issued by any governmental or quasi-governmental entity in order to perform the services which are the subject of this Contract, then prior to the effective date of this Contract, and as a condition precedent to its taking effect, Contractor shall provide to the County a copy of all current licenses and permits required to operate in the State of New Jersey, which license and permits shall be in good standing and shall not be subject to any current action to revoke or suspend, and shall remain so throughout the term of this Contract.

Contractor shall notify the County immediately in the event of suspension, revocation or any change in status (or in the event of the initiation of any action to accomplish such suspension, revocation and/or change in status) of any license or certification held by Contractor or its agents and/or subcontractors.

6. **TERMINATION.** This Contract may be terminated as follows:

A. Pursuant to the termination provisions set forth in the RFP# 021-029 which are specifically referred to and incorporated herein by reference.

B. If Contractor or subcontractor is required to be licensed in order to perform the services which are the subject of this Contract, then this Contract may be terminated by County in the event that the appropriate governmental entity with jurisdiction has instituted an action to have the Contractor's license suspended, or in the event that such entity has revoked or suspended said license. Notice of termination pursuant to this subparagraph shall be effective immediately upon the giving of said notice.

C. If, through any cause, the Contractor or subcontractor, where applicable, shall fail to fulfill in timely and proper manner his obligations under this Contract, or if the Contractor shall violate any of the covenants, provisions, terms, conditions, or stipulations of this Contract, the County shall thereupon have the right to terminate this Contract by giving written notice to the Contractor of such termination and specifying the effective date thereof. In such event, all finished or unfinished documents, data, studies, and reports prepared by the Contractor under this Contract, shall be forthwith delivered to

the County.

D. The County may terminate this Contract any time by a notice in writing from the County to the Contractor. If the Contract is terminated by the County as provided herein, the Contractor will be paid for the services rendered to the time of termination.

E. Notwithstanding the above, the Contractor or subcontractor, where applicable, shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach, negligence, or gross misconduct of the Contract by the Vendor, and the County may withhold any payments to the Contractor for the purpose of set off until such time as the exact amount of damages due the County from the Contractor is determined.

F. Termination shall not operate to affect the validity of the indemnification provisions of this Contract, nor to prevent the County from pursuing any other relief damages to which it may be entitled, either at law or in equity.

7. **NO ASSIGNMENT OR SUBCONTRACT.** This Contract may not be assigned nor subcontracted by the Contractor, except as otherwise agreed in writing by both parties. Any attempted assignment or subcontract without such written consent shall be void with respect to the County and no obligation on the County's part to the assignee shall arise, unless the County shall elect to accept and to consent to such assignment or subcontract in writing.

8. **INDEMNIFICATION.** The Contractor or subcontractor, where applicable, shall be responsible for, shall keep, save and hold the County of Gloucester harmless from, and shall indemnify and shall defend the County of Gloucester against any claim, loss, liability, expense (specifically including but not limited to costs, counsel fees and/or experts' fees), or damage resulting from all mental or physical injuries or disabilities, including death, to employees or recipients of the Contractor's services or to any other third party, or from any damage to any property sustained in connection with this contract which results from any acts or omissions, including negligence or malpractice, of any of its officers, directors, employees, agents, servants or independent contractors, or from the Contractor's failure to provide for the safety and protection of its employees, or from Contractor's performance or failure to perform pursuant to the terms and provisions of this Contract. The Contractor's liability under this agreement shall continue after the termination of this agreement with respect to any liability, loss, expense or damage resulting from acts or omissions occurring prior to termination.

9. **INSURANCE.** Contractor shall, if applicable to the services to be provided, maintain general liability, automobile liability, business operations, builder's insurance and Workers' Compensation insurance in amounts and with companies deemed satisfactory by County, and which shall be in compliance with any applicable requirements of the State of New Jersey. Contractor shall, simultaneously with the execution of this Contract, deliver certifications of said insurance to County, naming County as an additional insured.

If Contractor is a member of a profession which is subject to suit for professional malpractice, then Contractor shall maintain and continue in full force and effect an insurance policy for professional liability/malpractice with limits of liability acceptable to the County.

Contractor shall, simultaneously with the execution of this Contract, and as a condition precedent to its taking effect, provide to County a copy of a certificate of insurance, verifying that said insurance is and will be in effect during the term of this Contract. The County shall review the certificate for sufficiency and compliance with this paragraph, and approval of said certificate and policy shall be necessary prior to this Contract taking effect. Contractor also hereby agrees to continue said policy in force and effect for the period of the applicable statute of limitations following the termination of this Contract and shall provide the County with copies of certificates of insurance as the certificates may be renewed during that period of time.

10. **SET-OFF.** Should Contractor either refuse or neglect to perform the service which Contractor is required to perform in accordance with the terms of this Contract, and if expense is incurred by County by reason of Contractor's failure to perform, then and in that event, such expense shall be deducted from any payment due to Vendor. Exercise of such set-off shall not operate to prevent County from pursuing any other remedy to which it may be entitled.

11. **PREVENTION OF PERFORMANCE BY COUNTY.** In the event that the County is prevented from performing this Contract by circumstances beyond its control, then any obligations owing by the County to the Contractor shall be suspended without liability for the period during which the County is so prevented.

12. **METHODS OF WORK.** Contractor agrees that in performing its work, it shall employ such methods or means as will not cause any interruption or interference with the operations of County or infringe on the rights of the public.

13. **NON-WAIVER.** The failure by the County to enforce any particular provision of this Contract, or to act upon a breach of this Contract by Contractor or subcontractors, shall not operate as or be construed as a waiver of any subsequent breach, nor a bar to any subsequent enforcement.

14. **PARTIAL INVALIDITY.** In the event that any provision of this Contract shall be or become invalid under any law or applicable regulation, such invalidity shall not affect the validity or enforceability of any other provision of this Contract.

15. **CHANGES.** This Contract may be modified by approved written change orders, consistent with applicable laws, rules and regulations. The County, without invalidating this Contract, may order changes consisting of additions, deletions, and/or modifications, and the contract sum shall be adjusted accordingly. This Contract and the contract terms may be changed only by change order in writing. The cost or credit to the County from change in this Contract shall be determined by mutual agreement before executing the change involved.

16. **NOTICES.** Notices required by this Contract shall be effective upon mailing of notice by regular and certified mail to the addresses set forth above, or by personal service, or if such notice cannot be delivered or personally served, then by any procedure for notice pursuant to the Rules of Court of the State of New Jersey.

17. **GOVERNING LAW, JURISDICTION AND VENUE.** This agreement and all questions relating to its validity, interpretation, performance or enforcement shall be governed by and construed in accordance with the laws of the State of New Jersey. The parties each

irrevocably agree that any dispute arising under, relating to, or in connection with, directly or indirectly, this agreement or related to any matter which is the subject of or incidental to this agreement (whether or not such claim is based upon breach of contract or tort) shall be subject to the exclusive jurisdiction and venue of the state and/or federal courts located in Gloucester County, New Jersey or the United States District Court, District of New Jersey, Camden, New Jersey. This provision is intended to be a "mandatory" forum selection clause and governed by and interpreted consistent with New Jersey law and each waives any objection based on forum non conveniens.

18. **INDEPENDENT CONTRACTOR STATUS.** The parties acknowledge that Contractor is an independent Contractor and is not an agent of the County.

19. **CONFIDENTIALITY.** Contractor agrees not to divulge or release any information, reports, or recommendations developed or obtained in connection with the performance of this Contract, during the term of this Contract, except to authorized County personnel or upon prior approval of the County.

20. **BINDING EFFECT.** This Contract shall be binding on the undersigned and their successors and assigns.

21. **CONTRACT PARTS.** This contract shall consist of this document, the specifications of RFP# 021-029 issued by the County, and Contractor's responsive proposal, dated March 30, 2021. If there is a conflict between this contract and the specifications or the Contractor's proposal, then this contract and the specification shall control.

THIS CONTRACT is dated this 21st day of April, 2021.

IN WITNESS WHEREOF, the County has caused this instrument to be signed by its Director, attested by its Clerk, and its corporate seal affixed hereunto, and Contractor has caused this instrument to be signed by its properly authorized representative and its corporate seal affixed the day and year first above written.

ATTEST:

COUNTY OF GLOUCESTER

**LAURIE J. BURNS,
CLERK OF THE BOARD**

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

**MID-ATLANTIC STATES CAREER
AND EDUCATION CENTER**

Name:

**Name:
Title:**

 COPY

**MID-ATLANTIC STATES CAREER AND
EDUCATION CENTER**

Submission for:

**Community Work Experience Program
(CWEP) and Group Job Search for Work First
New Jersey Participants**

County of Gloucester

RFP #021-029

March 30, 2021

**Kimberly Larter, Purchasing Agent
Purchasing Dept., County of Gloucester
Two S. Broad St.,
Woodbury , NJ 08096**

REQUEST FOR PROPOSAL CHECKLIST

THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL:

**Please initial below, indicating that your proposal includes the itemized document.
A PROPOSAL SUBMITTED WITHOUT THE FOLLOWING DOCUMENTS IS CAUSE FOR REFUSAL.**

INITIAL
BELOW

A. An original with Five (5) signed copies of your complete proposal.

ABP

B. Non-Collusion Affidavit properly notarized

ABP

C. Public Disclosure Statement, properly notarized, listing the names of all persons owning ten (10) percent or more of the proposing entity.

ABP

D. Authorized signatures on all forms.

ABP

E. Business Registration Certificate(s) Must be submitted prior to award

ABP

Note: N.J.S.A 52:32-44 provides that the County shall not enter into a contract for goods or services unless the other party to the contract provides a copy of its business registration certificate for the State of New Jersey, and the business registration certificate of any subcontractors, at the time that it submits its proposal. The contracting party must also collect the state use tax where applicable.

THE UNDERSIGNED HEREBY ACKNOWLEDGES
THE ABOVE LISTED REQUIREMENTS.

NAME OF PROPOSER: Mid-Atlantic States Career and Education Center
Person, Firm or Corporation

BY: ABP President and CED
(NAME) (TITLE)

**Mid-Atlantic States Career and Education Center
GJobs and Community Work Experience Program
Gloucester County**

Program Narrative

Overview

Mid-Atlantic States Career and Education Center (MASCEC), a 501c3 non-profit corporation, located at 111 S. Broadway, Pennsville, NJ 08070, formed in 2001, proposes to offer a target population of 250-350 plus eligible WFNJ, TANF, SNAP and GA as well as Group Job Search (GJobs) participants a combined customer outreach, job-skill development, life skills and work experience and job placement program that leads to permanent employment status through a program called Workplus. Workplus is a curriculum that serves both as a job skill development curriculum and as a life skill curriculum. Presenters of Workplus are certified instructors by Cornell University. Due to the Covid-19 Outbreak we will adjust numbers as needed and endeavor to serve all of those referred. Program participants will attend a 30-35 hour (35 hours for TANF) program that includes a customer outreach, structured group work experience as required, and National Certifications, and with educational and life skills/job readiness. **The program will be held at the Mid-Atlantic States Career and Education Center at 55 Delaware St., Woodbury in Gloucester County. The program has available 25 computer stations that can be separated by at least 6 feet. We can accommodate both 10 plus GJobs participants and CEWEP Participants at the same time. Both programs can be offered virtually if required. The mission of the MASCEC is "We Grow People®." An important part of this mission is to reach out to diverse and disadvantaged audiences and to prepare them for employment. Workplus recognizes that simply providing technical skills is not enough and that a comprehensive and intensive programming approach is**

required for an audience which is the most difficult to assist in securing employment and leaving the public assistance system. Our programming approach will provide core and non-core activities, certificate training, coaching and mentoring, life skills, job search, CWEP placement, and basic workforce skill development, as well as personal development activities such as nutrition/financial education, specialized training and ultimately job placement. The GJobs Component will focus on developing a solid resume, honing interview skills, and assisting participants in career identification decisions and learning how to utilize internet websites from the New Jersey Department of Labor and others. Each component of this approach is infused together to provide a comprehensive approach for behavior change resulting in enhanced job skills.

The program seeks to place at least 80 percent of 250 participants (we realize we are in uncertain times with the Co-vid outbreak and would adjust these figures on referrals) in unsubsidized paid positions with both public and private employers by reducing individual barriers to success. At least 75% will maintain employment for 90 days through follow-up and mentoring. We expect that 100% of G Jobs participants will complete a resume, practice interview skills and complete other job search activities. Since 2001, Mid-Atlantic States Career and Education Center programs have placed almost 5,000 clients in permanent employment. Of that population, 60 percent were minority clients and 30 percent had criminal records. More than 425 job placements have been made through the Gloucester County *Workplus* program since August 2007. 60 percent have been minority placements and 30 percent have been placements with criminal records.

Our strong relationship with local employers has led to an ever-increasing ability to connect program participants with good jobs. In short, employers trust us to give them outstanding prospects and work closely with us to ensure long term employment success with our clients.

The program is designed for use by those individuals who are interested in improving their employability and financial resilience. It promotes the premise that building excellent communication skills, teamwork, decision making, problem solving and outstanding customer service are critical to success in any workplace. The program offers continuing enrollment and no specific criteria in respect to age, ethnicity and screens no one based on background checks except in the case of Megan's Offenders. Mid-Atlantic States Career and Education Center is requesting \$244,764 (\$979.06 per client based on 250-350 referrals (if referrals exceed 250 the cost/client would decrease) to conduct this program in Gloucester County (which includes 90 day follow up on client employment).

CoVid Protocols for the Program will entail taking temperatures upon entering the site, mandatory mask wearing, social distancing while in the program and hand washing. Free masks will be made available each day to all participants and staff. All protocols will follow state regulations. In the event that the site cannot accommodate in person instruction a virtual component will be initiated.

Virtual Component: The building in Woodbury offers adequate space to conduct a program under current protocols. However, if a virtual component is required we can offer significant portions of the program in a virtual setting. Individual Career Plans, Resume Development, Mock Interviews, Assessments, Career Exploration Activities,

and most other components can be conducted in a virtual component. Currently we have been conducting many of these activities in a virtual format. Our procedure is that our staff contact each referral and setup the best way to work through the necessary program requirements through phone or computer. Frequent contact and mentoring is vital to this effort for both GJobs and CEWEP participants.

1. Program Mission and Goals

The mission of the program is to provide an individual with an opportunity to acquire general skills, training, knowledge, life skills, and work habits necessary to obtain and retain employment and to improve the employability of those who cannot find unsubsidized employment.

A primary goal of the program is to reach out to those who have the most difficult circumstances blocking their success in the job market and to work with the individual to remove those barriers; specifically those with a criminal background or poor or no job performance history. This is and will continue to be the most difficult challenge with the WFNJ audience. A Gjobs Program will be offered to enhance the employability of those who are recently unemployed.

To support this primary goal, we continue to develop and groom a group of employers who are willing to consider hiring these individuals. In combination with a very strong mentoring and coaching approach, we have demonstrated an excellent placement rate in Gloucester County. The major employment sectors who hire our participants are food system processors and distributors, general retail, hospitality, construction, and service companies, warehouses, home improvement centers and health care (particularly senior health care.) Our goals in this area are twofold: one, to provide

participants with entry level jobs that translate into quick advancement and second, to provide participants with jobs in which they can grow.

The program seeks to work with a minimum of **250 WFNJ GA/SNAP/TANF and GJobs participants**. This program will connect a minimum of 80 percent of the CWEP participants with jobs and support them through the first 90 days of employment to insure successful retention. Those coming to us through GJobs will complete an individual career plan, complete a resume, develop effective interview skills, and learn to seek employment and career opportunities through the NJ OL websites and through local American Job Center listings. The prime function is assisting WFNJ participants in having the appropriate skills to find employment and to remain employed. These types of programs have been providing this service to TANF, GA and SNAP participants in Salem County since 2001 and Burlington County since 2009. The program has also been providing this service to TANF, GA and SNAPS participants in Gloucester County at a Paulsboro location since August 2007 and now in Woodbury.

2. Program Detail

1) GJOBS:

Upon referral 4 week GJobs Participants will begin an intensive process to do the following:

- Develop an individual career plan,
- Complete a up to date resume and cover letter,
- Learn how to conduct a polished interview,
- Learn to fill out job applications and develop good telephone techniques when contacting employers,

- Develop good communication skills, including e-mail etiquette,
- Learn some basic computer skills while exploring careers through the Edmentum site and Department of Labor sites, and
- To become familiar with various job related websites that can help them locate employment, and how to use job fairs virtual or in person to your advantage, and
- Learn how to stay healthy while unemployed through proper nutrition, financial and time management and stress management.

Due the varied needs of GJobs Participants an individual approach will be implemented at the time of orientation. Upon site arrival or through virtual Gjobs participants will set down with staff and develop a 4 week plan of action including individual steps to handle most pressing needs. This will include a review of barriers such as child care, transportation or other issues that might restrict employment. This will allow the participant and Mid-Atlantic staff to develop strategies to overcome the barriers. MASCEC staff will work with DVRS, American Job Centers partners, reach out to existing training programs, the Gloucester County Library System, and other organizations to assist in supporting the effort and individual participant.

Participants will be offered comprehensive mentoring on resume and cover letter development. Participants will have hands on experience in developing a resume and cover letter which will be reviewed by MASCEC staff. This can be done in person or virtual. Technology is available to do either. If in-person workshops will be held to work on resumes using program technology. Upon leaving the program participants will develop a outstanding resume and cover letter. Each individual will participate in mock interviews in order to polish their interview skills. During the mock interview sessions participants will be given guidance on how to dress for the interview and how to dress for job fairs including personal hygiene.

Staff will guide each individual on how to fill out applications by using sample applications and reviewing them on a personal basis with the participant. Participants will practice proper phone etiquette at the site or virtually by calling staff from the site location. Communications skills will be developed by actual practice with staff. In a workshop setting Workplus modules on communication will be used in a workshop setting or as a virtual component.

Basic computer literacy will be developed by having each individual practice e-mailing, visiting websites, and exploring careers through our Edmentum Program or by investigating careers through the internet. For those without basic skills staff will guide them through the basics.

Those without computers will be connected to library resources. MASCEC has worked extensively with the Gloucester County Library System and has established networks.

Staff will conduct virtual meetings with all participants to explore job fairs and to develop skills in appropriately conducting oneself in virtual meetings. This will include Zoom, Google, and Microsoft virtual platforms.

Participants will, through supervised practice, become familiar with career websites from DOL and other organizations.

Staff will form discussion groups around the effects of job loss and how individuals can adjust to that loss. In some cases MASCEC staff will bring in specialized individuals to conduct the groups. During these discussion groups stress, family issues, and developing coping skills will be addressed. Mr. Walt Donelson will lead workshops on financial management, including where to go for help with rent, mortgages, food assistance and so on.

Career Exploration will be an on-going process utilizing computer technology and Edmentum Programs. In week one a participant will utilize **Career Pointer Assessment** to help the

participant to narrow their interests. During the 4 weeks individuals will hone in on a career and review what training programs they will participate in if they are needed.

Nutrition Education will be conducted by Rutgers Cooperative Extension within a 4 week block.

The sessions will be 2 hours in duration.

- 2) **CWEP** The program will provide each WFNJ TANF/SNAP/GA participants with 30-35 hours of a combination of customer outreach, structured group work experience, like skills training and job placement assistance per week over the course of 16 weeks, held five days per week for the CWEP Program. **Program clients will also receive an opportunity to attend a national certification training program in Food Safety (ServSafe), Microsoft Office and Warehousing and Distribution.** All life skills training will be conducted at the Mid-Atlantic States Career and Education Center in Woodbury, Gloucester County. For those who cannot find transportation, it will be provided by the program. As required, this transportation will also be available for the participants' job interview.

Participants are expected to complete an enrollment form noting all circumstances which might impact the individual job obtainment opportunity. Participants may enter the program at any time. All program activities promote continual learning, personal development, and basic job skill development together with coaching and mentoring and job connectivity.

3. **Customer Outreach**

The program will provide an outreach component that includes contact with each participant prior to the start of the *Workplus* activity upon receipt of the contact form

generated by the One-Stop Career Center or the County Board of Social Services office. The program will utilize the contact information provided on the contact form to formally invite the client to the *Workplus* program primarily through a personal telephone contact or a formal mailed invitation (if necessary) that includes the start date, time and activity location where the client is expected to participate.

All “no shows” on the first day of the activity will be contacted by the *Workplus* Program Manager by telephone to determine if there is “good cause” for the absence. If no contact is made, the *Workplus* Program Manager will refer the client back to the One-Stop Career Center or County Board of Social Services office. If contact is made by the Program Manager and no “good cause” for the absence is determined, the program manager will contact the One-Stop Career Center or the County Board of Social Services.

The Program Manager will track and participate in weekly e-time sheet reporting for TANF clients. Program staff have been trained and have input e-time weekly attendance reports at the Salem, Gloucester, and Burlington County program locations. Program Managers and other Mid-Atlantic States Career and Education Staff have attended and will continue to attend monthly operations meetings at the One-Stop Career Center or WIB monthly coordination meetings.

4. Life Skill Development

This portion of the program will feature strengthening of both educational and personal skills necessary to be successful on the job. It includes instruction in personal financial management, nutrition for wellness, math and reading, tutoring/remediation for the workplace, and skills necessary to maintain a healthy job experience such as

managing time effectively, accessing health care systems and learning good grooming habits. A minimum of two hours per day will be spent on life skill development.

The life skills activity will utilize three proven curricula which are extensive in their breadth and scope. The Edmentum Learning System will provide focus to enhance math and reading skills for the workplace. This learning program is on-line and students will be expected to proceed on a self-paced basis. The program is currently on 25 computer stations. The Edmentum Learning System will also include learning assessments for each student. A brief outline of the curriculum follows below:

Algebra I, Part I: This pre-algebra curriculum teaches students the foundation skills they need to understand and apply algebraic concepts. Topics include:

- Odd and even numbers
- Prime and composite numbers
- Adding integers
- Square roots
- Dividing fractions

Intermediate Reading Strategies: State of the art reading strategies and practice lessons enhance comprehension and improve student performance on the job. Topics include:

- Enriching your vocabulary
- Using prior knowledge when you read
- Discovering facts and opinions
- Making inferences
- Locating what is important

The program will use specific components of the Workplus Program to teach sound financial problem solving and decision-making skills. It engages participants in dealing with day to day challenges such as accessing and paying for child care and purchasing and maintaining a car. The curriculum will be taught two to four hours per week in block form for four weeks. It includes:

- Setting financial goals
- Developing a spending plan/budget
- Fixed and variable expenses
- Banking services
- Financial investments
- Building an investment plan
- Identity theft
- Debt management
- Loans

The third curriculum utilizes parts of Rutgers and Cornell University curricula designed to help participants maintain a healthy lifestyle, manage time effectively and learn good grooming and work attire habits. It will be taught in two-hour blocks for three weeks daily. The outline is as follows:

- Time management techniques, including proper sleep, multi-tasking, balancing work, and family responsibilities.
- Healthy food choices and the role of exercise
- Maintaining Good Personal Hygiene
- Dressing for success

5. Job Readiness Experience

Participants who attend *Workplus* have several opportunities to gain work experience which will prepare them for unsubsidized employment. First, the program is an employment site and is conducted as such. Participants will have two primary job goals: One, to understand that their learning and experience in the program is a job; and two, that they are expected to demonstrate good work habits through their CWEP activities, class work and attainment of job certificates through the program.

Second, they will be connected to a much larger system of employers who are collaborators with MASCEC. This is done through the efforts of our current *Workplus* staff. Each participant will develop an employment folder including *Workplus* assessments and Edmentum (formerly Plato) Learning Systems evaluations. Participants will be connected through the Center's employer contacts, prepare for and interview for the job, and be mentored during their time in the program.

Third, participants will be placed with not-for-profit employers for work experience as they are taking their classroom component. Employers will be asked to provide participants with real and purposeful work experience. As the program develops, organizations will be contacted to develop learning opportunities. In the past, several have stepped forward.

The Employee Development Workshops

- Topic 1: Serving the Customer

Session 1. Identifying and Responding to Customer Needs

Session 2. Knowing and Promoting the Product

Session 3. Dealing with Customer Complaints

Session 4. Projecting a Professional Image

Session 5. Knowing What the Employer Expects

- Topic 2: Working as a Team

Session 1. Doing the Work Together

Session 2. Assisting, Advising and Sharing Ideas

Session 3. Developing a Mutually Supportive Atmosphere

Session 4. Recognizing and Respecting Diversity

Session 5. Working with the Boss

- Topic 3: Decision Making and Problem Solving on the Job

Session 1. Becoming an Exceptional Problem Solver

Session 2. Prioritizing Tasks and Demands

Session 3. Giving and Receiving Feedback

Session 4. Making the Job Work for You

Session 5. Considering the System

- Topic 4: Becoming a Professional

Session 1. Developing a Professional Attitude

Session 2. Business Ethics

Session 3. Being Mentored, Being Coached

Session 4. Enhancing Yourself

Session 5. Taking Risks on the Job

Fourth, all participants will develop an up to date resume before seeking employment. Also included will be interview skill development and practice. Participants will undergo

a debriefing after each interview and be able to articulate how they answered questions posed to them.

7. Work Experience

The program will address the needs of 250 or more participants depending upon referrals by providing hours of work experience associated with each participant's grant requirement with selected work experience providers. These providers will be from the not-for-profit and governmental sector. Each provider will be asked to designate a supervisor and will be required to complete a skill assessment on each participant. This information will be part of the participant's record. It is conceivable some of the work experience providers could hire their participant. Background checks will be provided by MASCEC (if necessary) for each job placement. The *Workplus* Program Manager will maintain timely communication with each provider.

Workplus Program group work experience providers will include but are not limited to:

- The Boys and Girls Club of Gloucester County
- The Borough of Paulsboro
- The Borough of Glassboro
- The City of Woodbury
- The ARC of Gloucester County, and
- Our own Food Giveaway Program conducted at the program site once a week.

Group Work Experience job functions will include:

- Customer Service (sales, cash register operation)
- Production and assembly
- Faculty and grounds maintenance

- Public works activities
- Staff augmentation at non-profit organizations
- Recreational activities
- Child and adult care
- Social service activities
- Office and administrative support (Including computer input)
- Communication functions and activities
- Special programs and projects

8. Job Search

The Program Manager and Program Specialist will work with the program participants on job search activities using on-line computer websites, the One-Stop Career Center, and other sources of information. Participants will also be exposed to current employer contacts developed within and outside the county on an on-going process. Participants will be connected to jobs and coached in interview skills by the program staff. All participants will learn how to develop and complete a resume in the program and enter it into Internet Job Banks including Jobs4Jersey.

9. Job Placement:

In the program, job placement is a continual process and is the most important result of the program. Program works with numerous major employers including senior health care facilities, food service, and retail companies, construction and service companies, warehouses, home improvement centers, distribution centers, hospitality companies and general retail businesses. Employers now see this program as a program of choice. Once a participant has obtained a job, our program manager or program specialist maintains

frequent contact to monitor progress with both the employer and the participant. We have found intervention important with issues of housing, transportation, judiciary and other personal circumstances arising that could influence job retention. Intervention occurs as required by our staff. Additionally, ongoing job search assistance will be provided should the job placement not allow program client to be self-sufficient or if the employment situation changes. This will be conducted within nine months of the job placement.

The ultimate exit plan in this program is job placement. For those clients not job placed, an exit plan will be outlined for the program client. The goals and objectives of this plan include renewal in the program until job placement is made with continued focus on job readiness, academic improvements, career exploration and associated certification training.

Program staff will connect with, monitor, and mentor all staff on a regular basis to ensure issues at work will be dealt with to ensure a 90-day employment retention rate of at least 75%.

10. One Stop Career Center Coordination

We have found coordination with the One Stop Career Center critical to the success of the program. Updates on each One Stop Career Center referral will be provided on a regular basis. The Program Manager, Program Specialist and other staff will work closely with One Stop Career Center Employment Counselors to ensure individual participant receive the best possible service. We have found it critical to communicate with the One Stop Career Center staff on individual attendance and when a person has obtained or left a job. We see this as a collaborative process and value the contribution of the One Stop Career Center. Once a client is promised employment but before they start work, it is

important to inform the One Stop Career Center, Board of Social Services and Department of Labor so that contact can be made with employers to determine if they qualify for any credits. This communication is not accumulated on a weekly basis, but on a continual basis and communicated on an as needed basis.

11. Schedule Summary

Service	Approximate Hours/Time Frame
1. Orientation/Career CEWEP	1 hour/ week 1
2. Workplus Job skills/including Communications Skills	3 hours/week1
3. Work Experience	10-12 hours/week
4. Edmentum – Workplace Math	25 hours/week (or as required by grant)
5. Edmentum Math	7 hours/week 1
6. Job Search Activities/Resume/ Cover letter,	10 hours/weeks 2-6
7. Coping with unemployment/Family Issues	15 hours focus/week 7-10
	10 hours/week 7-10
	10 hours/week 12-16
	10 hours/week 8-10
8. GJobs	Week 1-4 activities will vary
9. Develop Individual Plans, assess barriers to employment	depending on the timing and convenience of the group and needs of the individual. Hours of participation are from 8 a.m. to 4 p.m.
10. Resume Development/ Mock interviews, phone skills	
11. Filling out job Applications	
12. Website Exploration/ Internet Exploration? E-mail etiquette	Some programs will be offered in group format but much will be customized to the individual
13. Career Pointer Assessment	
14. Learning to use virtual meetings and how to appropriately conduct oneself	
15. Coping with Stress and family Issues	
16. Communications Development	
17. Edmentum Career Exploration	
18. Financial Education	
19. Nutrition	
20. Time Management, Attire, Choices	

12. Needs Analysis

The Gloucester County unemployment rate and job creation in the county in the current economy is uncertain, particularly for these audience's. **We expect the needs for GJob participation to be high due to the layoffs as a result of the Pandemic, particularly in entry level positions in hospitality and service industries.** For CEWEP, dropout rates and low educational achievement feed higher rates of unemployment, child welfare problems and juvenile arrests continue to climb. Much of the adult population have problems that started at a younger age and are unprepared even for basic entry-level positions. If an arrest or criminal justice record appears on an individual's record, a future in steady employment is bleak without intervention from programs such as ours. The program will provide expungement assistance, at no charge, to eligible participants to remove this barrier.

The program of open enrollment is critical to the county's neediest population. Many individuals without such enrollment would be reluctant to come to the program and experience yet another failure. We feel that the individual should be given a chance to perform in our program before extensive checks are completed. When an individual is connected to a job, most of our participating employers will conduct a background check. It is, therefore, vital, and this is stressed with participants that the individual be honest in completing our enrollment form and employment applications.

Since many of the neediest participants may lack the necessary means to transport themselves to the program, we do provide transportation as needed. The Workplus program provides educational support for a number of participant deficiencies such as reading and math tutoring, nutrition education, and proper attire. Individual special needs

are dealt with by connecting individuals to other agencies such as alcohol and drug abuse counseling agencies and mental health organizations.

Should a community-based organization require that a background check be performed prior to a CWEP offer, the program will manage the background check process including the cost of the background check and associated costs of providing the results to the employer. The program will also provide a copy of the background check to the One Stop Career Center or County Board of Social Services office.

The program maintains and continuously adds to its extensive employer list which is critical to meeting the needs of the unemployed and ex-offender. Our relationship with these employers greatly strengthens our ability to meet very serious employment needs. As part of our effort, we conduct assessments of the individual's job readiness skills. This assessment includes career decision making skills, their ability to job search, their work habits and daily living skills.

The program provides individuals with life skills demonstrated in group activities, job search and job placement skills which results in a well-rounded individual who is prepared to be successful in the job market. In fact, employers now seek out our participants because they are prepared, coached and mentored before and during early employment. Most importantly, we pay attention to an individual's special circumstances. For many of our participants it is the first real empathy they have experienced. In the past we have worked with their housing problems, utility service problems, food needs and a host of other issues that often cause failure in the individual's personal and work life.

The program offers some individuals with records an opportunity to have them expunged through our Expungement Process. This process can remove barriers to employment and transportation. It can be a make or break result for those individuals that qualify and remove a major impediment to employment and a successful family life.

13. Collaboration

The program requires collaboration from several organizations. In Gloucester County the main collaborators are the One-Stop Career Center and Board of Social Services. In addition, several other collaborators will provide specific services as outlined below:

- The One-Stop Career Center together with the Board of Social Services will provide referrals, provide job search assistance to participants and provide individuals with specific job information.
- Mid-Atlantic States Career and Education Center will provide 25 computer stations with internet connection. The program space will allow for extensive group activities to learn job skills from 8 a.m. to 4 p.m. Our computer bank at this facility will allow participants to participate in the Edmentum Learning/Tutoring Program, complete resumes, learn financial management, and research and apply to jobs on the internet.
- Edmentum Learning System Software is installed on each computer for reading and math assistance/remediation.
- Mid-Atlantic States Career and Education Center will provide program design, program evaluation and individual assessment tools and information.
- Rutgers University Cooperative Extension Food Stamp Nutrition Education Program (SNAP) will provide an eight-week training program that will teach

healthy eating, hygiene and general health care issues around a proper diet and exercise.

- Mid-Atlantic States Career and Education Center will provide office space and communication systems for corporate staff who will provide overall program and financial assistance at its main headquarters in Pennsville.

14. Reporting Requirements

The program maintains extensive attendance and progress records on each individual. The Program Manager maintains the attendance sheet and has each individual sign in on their arrival and departure. If they are late, leave early or are absent, the occurrences are noted on the attendance sheet. This is a daily attendance sheet and is faxed to the One Stop Career Center every day with any doctor notes or documentation of absences. If the need arises, we are quick to call or e-mail the personnel at the One Stop Career Center, as the situation warrants, on any given individual. We do not wait to the end of the week to contact appropriate people when necessary. The Program Manager/Specialist will also track and input into the e-time sheet process daily for the TANF population. The Program Manager/Specialist is experienced in this e-time sheet reporting.

The One Stop Career Center will also receive a monthly report listing the number of students in the program at the beginning and end of the month, the number referred, the number who were employed and the number no longer in the program. Working closely with the business community, we understand the need for confidentiality. The only people we release information to is One Stop Career Center personnel or those whom the One Stop Career Center directs us to release it to. If at any other time we are asked for

information such as to potential employers, we do so only with signed approval by the participant. A file on each student is kept in a locked file.

Corporate staff will provide detailed monthly financial reports for the purpose of reimbursement. With our experience of conducting these programs in Salem since 2001 and in Gloucester County since 2007, we are familiar with reporting requirements and have an excellent track record in this area.

15. Staffing Plan

The following reflects the staff and consultants that will be working with the Gloucester program. It should be noted that many are designated by collaborating institutions or are consultants. The use of consultants allows us to provide high quality and reasonably priced program components. Job Descriptions and resumes are attached.

All of the staff have several years of experience in working with both GJobs and CEWEP participants.

Project Director: H. Glen Donelson will serve as Project Director and will expend 15 percent of his time leading the program. Mr. Donelson is the President and CEO, and has extensive business experience with our employers. Mr. Donelson has many years of Human Resource experience. He will also assist with job search and placement activities and individual needs intervention. Mr. Donelson is a US Army veteran.

Financial Management/Reporting: Mr. Walt Donelson, will provide oversight to the project budget and insure all financial and program reports are submitted on time. Mr. Donelson has experience in finance and banking.

Program Design/Assessment and Evaluation: Benjamin Wood, Senior Vice President-Planning and Development will expend 14 percent of his time and serve as

program designer, assessment collector and program evaluator. Mr. Wood retired from the Cornell University Department of Education where he led Cornell's Workforce Development efforts. He is familiar with program design issues, assessments and evaluation procedures. Mr. Wood designed and monitors other Mid-Atlantic programs and has assisted in the development of this program curriculum.

Program Manager: Mr. Linwood Mosley will expend 100 percent of his time and will be responsible for program activities, daily record keeping and work experience and job placement and job follow activities. **Mr. Mosely will also be responsible for the overall schedule and conducting/ and or assigning all GJobs and CWEP activities.**

Program Specialist: Ms. Victoria Carpenter will expend 80 percent of her time and will assist program manager, provide job readiness training, job search and job placement support to individuals.

Specialized Training Instructor: Mr. Walt Donelson will conduct financial management programs and work with others to coordinate life skills programs. He will also work with staff to provide CEWEP Activities and volunteerism in the Food Giveaway Program. Mr. Donelson will also conduct Expungements as required. He will spend 22% of his time on this and project oversight.

Building Maintenance/Technology: Mr. Jeff Truax will work with staff to ensure clients and staff are working in a safe and secure environment. He will maintain all facility systems and insure technology is functioning. Mr. Truax has many years of experience in working in construction and technology fields. He will expend 17% of his time in this endeavor. Mr. Truax is also our food giveaway coordinator and will work

with our staff to provide CEWEP Opportunities and actual Food Assistance to participants in the program.

Administrative Assistant: a new executive assistant will expend 20 percent of their time to provide administrative support to staff and will be familiar with the project, its materials, and reporting processes.

Rutgers University: Rutgers University Cooperative Extension staff will teach health and nutrition to the group. Rutgers is a statewide leader in nutrition and wellness education and teaches healthy eating, hygiene and general health care issues around proper diet and exercise.

16. Experience

Mid-Atlantic States Career and Education Center conducts numerous programs in workforce development for youth and adults. It currently conducts job readiness program in 11 central and southern New Jersey counties. Each program has been funded by the Department of Labor and is currently operating under a new appropriation. These programs have served over 10,000 participants. Over 3,000 program participants have been placed in jobs and we have an outstanding retention rate. 60 percent of the placements have been minorities and over 30 percent have had criminal records. The most important measure of success we have experienced has been to gain the confidence and trust of our employer base. Employers call us for potential employees.

Many of our participants seek further improvements by entering certificate or other educational programs. We have worked closely with our employers to recommend participants to go to certified training programs, community colleges and do independent study through university programs.

In addition to these job readiness programs, Mid-Atlantic conducts career exploration and workforce readiness programs for youth. These programs have been funded by Salem and Burlington County WIBs and NJ Juvenile Justice Commission. Most students in these programs stay in school and graduate or find gainful employment after extensive career development and mentoring. The "Exploring Careers in the Food Industry" program received the second annual Constance Strand Award from the Juvenile Justice Commission (JJC). This award is given to the program recognized as the number one program in the state for young people.

Mid-Atlantic States Career and Education Center has also conducted the Salem County School-to-Careers Initiative which has been in existence since 1995. It has become the model for School-to-Careers in New Jersey. Since its inception, 99 percent of the students have graduated from high school and 83 percent have gone on to post-secondary education.

17. Administrative Capacity

As previously stated, GJobs and CEWEP attendance data will be gathered on a daily basis and faxed weekly to the One-Stop Career Center. In our current program we have all necessary forms and systems developed. Skill assessments will be completed as a participant enters and when they leave. Since the program is conducted as if it were a job site, the program allows for rich data collection by program staff and the evaluator.

Each facet of program will be able to assess progress through demonstrated activities and assessments. Those program participants using the Edmentum Learning System will have instant on-line assessment from the software. Program staff evaluates participant progress and feed this information back to the program participants.

18. Fiscal Capacity

Mid-Atlantic States Career and Education Center, at their Pennsville location, will collect, monitor, and report all financial information. The Project Director will ensure all staff follows established accounting (GAAP) guidelines for expenditure and reporting of funds. The President and CFO will review and approve all expenditures of funds. This protects against fraud. Mid-Atlantic States Career and Education Center now uses QuickBooks as accounting system.

Mid-Atlantic States Career and Education Center

Gloucester County GJobs and CWEP Program

Budget Narrative- 2021-2022

Personnel:

Glen Donelson: Mr. Glen Donelson will expend 15% of his time providing management oversight and support to the program. Mr. Donelson currently is the President and CEO of Mid-Atlantic States Career and Education Center. **Budget Line Item: \$10,500**

Benjamin Wood: Mr. Wood will expend 14% of his time providing program development, staff support, and program assessment. He is also the liaison with Cornell University which certifies the instructors in *Workplus*. Mr. Wood is Senior Vice President – Planning and Development and performs this function for all Mid-Atlantic States Career and Education Center Programs. **Budget Line Item: \$10,000**

Walter Donelson: Mr. Donelson will expend 22% of his time performing two functions. He is manager of operations. His first function will be to provide financial oversight to the program. He will work closely with Mr. Donelson and Ms. Casey Abhau to perform this function. His second responsibility will be to work with the program specialist to insure all phases of the program are implemented. This includes resume's, interview skill development, work experience activities, and job placement. He will work directly with clients on financial education. **Budget Line Item: \$ 11,000**

Jeff Truax: Mr. Truax is Vice President of Projects, Facility Management, and Media. He will spend 17% of his time to maintain a safe and clean facility as well as work with staff on ensuring that technology functions at a high level. **Budget Line Item: \$12,750**

Linwood Mosely: Mr. Mosely will expend 100% of his time as program manager providing daily management of the program. He will have primary responsibility for job placement and retention activities. He will be responsible for reporting functions. **Budget Line Item: \$40,000**

Victoria Carpenter: Ms. Carpenter will expend 80% of her time as program specialist working directly with clients on career and job skills, high school equivalency, life skills activities, and other major components of the program. **Budget Line Item: \$28,000**

New Hire Assistant: a new hire will expend 20% of her time to support the administrative and billing functions associated with the program. **Budget Line Item: \$ 10,000**

Total Salaries: \$122,250

Fringe Benefits:

Fringe Benefits at 10.4% of salaries: **Budget Line Item: \$ 12,714**

Total Salary and Fringe : \$134,964

Operating Expense:

Mileage Reimbursement: 31cents/mile for program travel to work activities, employers etc. : Budget Line Item: \$400

Mortgage: Facility mortgage payment at 55 Delaware St. Budget Line Item: \$18,000

Utilities: Heat, Electric, Gas/ ADT Security. Budget Line Item: \$ 12,000

Materials/Supplies/ Repairs: Budget Line Item: \$5,000

Edmentum Learning Licenses: Computer software to conduct key program components: Budget line Item: \$14,000

Insurance: Building Insurances and Program Liability Budget Line Item: \$22,000

Green Technology (IT Contracted Services) : support of issues related to technology and WIFI. Budget line Item: \$7,000

Copier/Phone/Fax Communication: Budget line Item: \$6,000

Total Operating Expense: \$84,400

Administrative Costs:

Mortgage at 111 S. Broadway, Pennsville, NJ: to maintain support functions. Budget line Item: \$4,200

Utilities at 111 S. Broadway, Pennsville, NJ: to maintain support functions. Budget Line Item: \$7,200

Audit Expense: All program budgets are audited: Budget Line Item: \$6,000

Bookkeeping/Payroll: Management and recording of funds, Paychex payroll: Budget line Item: \$5,000

Maintenance (snowplow, trash removal etc. : Budget Line Item: \$1,000

Corporate Materials/Postage: Budget line Item \$ 2,000

Total Administrative Costs: \$25,400

TOTAL BUDGET: \$244,764

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE, AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to afford equal employment opportunities to minority and women workers consistent with Good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2, or Good faith efforts to meet targeted county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading, and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to the execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

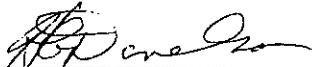
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE, AND GENERAL SERVICE CONTRACTS

The undersigned vendor further agrees to furnish the required forms of evidence and understands that their contract/company's bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.S.A. 17:27

Representative's Name/Title (Print): H. Glen Denelson

Representative's Signature: 

Name of Company: Mid-Atlantic States Career and Education Center

Tel. No.: 856-514-2200 Date: 3/29/21

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY
COUNTY OF GLOUCESTER

ss:

I AM H. Glen Donelson

OF THE FIRM OF

Mid-Atlantic States Career and Education Center
UPON MY OATH, I DEPOSE AND SAY:

1. THAT I EXECUTED THE SAID PROPOSAL WITH FULL AUTHORITY SO TO DO;
2. THAT THIS PROPOSER HAS NOT, DIRECTLY OR INDIRECTLY ENTERED INTO ANY AGREEMENT, PARTICIPATED IN ANY COLLUSION, OR OTHERWISE TAKEN ANY ACTION IN RESTRAINT OF FAIR AND OPEN COMPETITION IN CONNECTION WITH THIS ENGAGEMENT;
3. THAT ALL STATEMENTS CONTAINED IN SAID PROPOSAL AND IN THIS AFFIDAVIT ARE TRUE AND CORRECT, AND MADE WITH FULL KNOWLEDGE THAT THE COUNTY OF GLOUCESTER RELIES UPON THE TRUTH OF THE STATEMENTS CONTAINED IN SAID PROPOSAL AND IN THE STATEMENTS CONTAINED IN THIS AFFIDAVIT IN AWARDING THE CONTRACT FOR THE SAID ENGAGEMENT; AND
4. THAT NO PERSON OR SELLING AGENCY HAS BEEN EMPLOYED TO SOLICIT OR SECURE THIS ENGAGEMENT AGREEMENT OR UNDERSTANDING FOR A COMMISSION, PERCENTAGE, BROKERAGE OR CONTINGENT FEE, EXCEPT BONA FIDE EMPLOYEES OR BONA FIDE ESTABLISHED COMMERCIAL OF SELLING AGENCIES OF THE PROPOSER. (N.J.S.A.52: 34-25)

SUBSCRIBED AND SWORN TO

BEFORE ME THIS 29th DAY
OF March 2021.

LANI R. ALLEN-DAVIS
NOTARY PUBLIC OF NEW JERSEY
Commission # 60130008
My Commission Expires 6/25/2025

Lani Allen-Davis
(TYPE OR PRINT NAME OF
AFFIANT UNDER SIGNATURE)
Lani Allen-Davis

NOTARY PUBLIC OF

MY COMMISSION EXPIRES: _____

20

STOCKHOLDER DISCLOSURE CERTIFICATION

N.J.S.A. 52:25-24.2 (P.L. 1977 c.33)

FAILURE OF THE BIDDER/RESPONDENT TO SUBMIT THE REQUIRED INFORMATION IS CAUSE FOR AUTOMATIC REJECTION

CHECK ONE:

☐ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

☒ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check which business entity applies:

☐ Partnership ☒ Corporation ☐ Sole Proprietorship

☐ Limited Partnership Corporation ☐ Limited Liability Partnership ☐ Limited Liability

☐ Subchapter S Corporation ☐ Other _____

Complete if the bidder/respondent is one of the 3 types of Corporations:

Date Incorporated: 8-20-2009 Where incorporated: Pennsville, N.J.

Business Address:

111 S. Broadway Pennsville NJ 08070
Street Address City State Zip
856-514-2200 856-514-2201 gdnelson@masccc.org
Telephone # Fax# Email

Listed below are the names and addresses of all stockholders, partners or individuals who own 10% or more of its stock of any classes, or who own 10% or greater interest therein.

Name	Home Address
------	--------------

Name	Home Address
------	--------------

Name	Home Address
------	--------------

CONTINUE ON ADDITIONAL SHEETS IF NECESSARY: Yes ☐ No ☐

Signature: H. Glen Donelson Date: 3/29/21

Printed Name and Title: H. Glen Donelson, President/CEO

Sworn and subscribed
before me this 29th
day of March 2021

LANI R. ALLEN-DAVIS
NOTARY PUBLIC OF NEW JERSEY
Commission # 60130008
My Commission Expires 6/25/2025

Lani R. Allen-Davis

CRITERIA FOR EVALUATION OF PROPOSALS

In order to ensure that each proposal is carefully considered, the County Purchasing Department has a procedure for proposal review. Each proposal will be evaluated against the criteria detailed below.

Weight given to each criterion will be available to applicants, upon request, immediately preceding the proposal deadline. The weighting criteria will be based on a 100 point scale (90-100 = excellent, 80-89 = good, 70-79 = fair, 69 and below = poor). If necessity demands, awards may be divided among competing proposals with the highest score receiving 10% more than the second-highest score, the second receiving 10% more than the third, and so on, as applicable. A difference in weighting scores of 15 points or more will be considered superior and submitted for approval.

 Criteria #1 (____ points): Service: The extent to which the applicant provides information about their background and experience, understanding of the service to be provided, ability to serve Gloucester County Assessor and capacity to accomplish the program, as demonstrated by relevant past or current activities in this area. The extent to which the applicant documents a record of reliability of timely delivery and on-time and on-budget implementation. Does the service provider demonstrate a track record of service as evidenced by on-time, on-budget, and contract compliance?

 Criteria #2 (____ points): Coordination: The extent to which the applicant seeks to connect their clients with other available services in the County to the extent the applicant has provided a clear description of the working relationships between the program and its partners, i.e., each municipalities' tax collector, building inspector, planning and zoning offices. Letters of recommendation by partnering agencies may also serve to demonstrate the applicant's efforts.

 Criteria #3 (____ points): Current Clients' Satisfaction: The County will research the current clients' satisfaction among municipalities within the County that are current or former customers of the applicant. The County shall consider both positive and negative feedback from municipalities within the County that have utilized the services of the applicant. The County shall compile the information under criteria three (3).

 Criteria #4 (____ points): Goals, Objectives and Methods, Programs and Costs. The thoroughness to which the applicant

describes the overall goals and indicates the outcomes expected at the end of the project period, and the likelihood of accomplishing said goals and outcomes based on an analysis of the plan. The completeness to which the applicant describes the specific program objectives needed to accomplish each goal.

_____ **Criteria #5 (____ points): Budget:** The fiscal soundness of the detailed budget and narrative justification submitted by the applicant consistent with the stated objectives and planned program activities.

_____ **TOTAL**

COMMENTS: _____

Name and Title of Evaluator: _____

Date: _____

DEPARTMENT OF TREASURY/
DIVISION OF REVENUE
PO BOX 252
TRENTON, NJ 08646-0252

TAXPAYER NAME:

TRADE NAME:

MID-ATLANTIC STATES CAREER AND EDUCATION

ADDRESS:

**111 SOUTH BROADWAY
PENNSVILLE N.J. 08070**

SEQUENCE NUMBER:

156551

ISSUANCE DATE:

02/06/17

04/15/10

James J. P. P. P.

Director
New Jersey Division of Revenue

New Jersey Division of Revenue



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/28/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Strategic Insurance Partners 492 Franklin Avenue Nutley NJ 07110	CONTACT NAME: Marianne Solano PHONE (A/C No. Ext.): (732) 628-1740 FAX (A/C No.): (732) 223-2555 E-MAIL Address: msolanohrm@gmail.com <hr/> INSURER(S) AFFORDING COVERAGE INSURER A: Berkshire Hathaway Specialty Ins. Co INSURER B: Selective Casualty Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Mid-Atlantic States Career & Education Center 111 South Broadway Pennsville NJ 08070	

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>		

INSR LTR	TYPE OF INSURANCE		ADD R43D	SUBR R43D	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS			
A	<input type="checkbox"/>	COMMERCIAL GENERAL LIABILITY	X		47SPK25981703	1-27-2021	1-27-2022	EACH OCCURRENCE	\$ 1,000,000		
	<input type="checkbox"/>	CLAIMS-MADE						<input checked="" type="checkbox"/>	OCCUR	DAMAGE TO RENTED PREMISES (EA occurrence)	\$ 1,000,000
	<input type="checkbox"/>							MED EXP (Any one person)	\$ 20,000		
								PERSONAL & ADV INJURY	\$ 1,000,000		
	<input checked="" type="checkbox"/>	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$ 2,000,000		
	<input checked="" type="checkbox"/>	POLICY	<input type="checkbox"/>	PRO-JECT	<input type="checkbox"/>	LOC		PRODUCTS - COMP/OP AGG	\$ 2,000,000		
		OTHER							\$		
A	<input checked="" type="checkbox"/>	AUTOMOBILE LIABILITY	X		47RWS25981803	1-27-2021	1-27-2022	COMBINED SINGLE LIMIT (Per accident)	\$ 1,000,000		
	<input checked="" type="checkbox"/>	ANY AUTO						BODILY INJURY (Per person)	\$		
	<input type="checkbox"/>	OWNED AUTOS ONLY						<input type="checkbox"/>	SCHEDULED AUTOS	BODILY INJURY (Per accident)	\$
	<input type="checkbox"/>	HURED AUTOS ONLY						<input type="checkbox"/>	NON-OWNED AUTOS ONLY	PROPERTY DAMAGE (Per accident)	\$
									\$		
A	<input checked="" type="checkbox"/>	UMBRELLA LIAB	<input type="checkbox"/>	OCCUR	47SUM25981803	1-27-2021	1-27-2022	EACH OCCURRENCE	\$ 5,000,000		
	<input type="checkbox"/>	EXCESS LIAB	<input type="checkbox"/>	CLAIMS-MADE				AGGREGATE	\$ 5,000,000		
	<input type="checkbox"/>	DED	<input checked="" type="checkbox"/>	RETENTION				\$10,000	\$		
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		N/A		WC8046588	1-27-2021	1-27-2022	<input checked="" type="checkbox"/> PER STATUTE	<input type="checkbox"/> DTH-FR		
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO										
	If yes, describe under DESCRIPTION OF OPERATIONS below										
								E.L. EACH ACCIDENT	\$ 1,000,000		
								E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000		
								E.L. DISEASE - POLICY LIMIT	\$ 1,000,000		

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

New Jersey State Department of Labor PO Box 55 Trenton NJ 08626-0055 Attn: School Approval Unit Supervisor	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <hr/> AUTHORIZED REPRESENTATIVE
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/29/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER Strategic Insurance Partners 492 Franklin Avenue Nutley NJ 07110	CONTACT NAME: Marianne Solano
	PHONE (A/C No. Ext.): (732) 528-1740 FAX (A/C No.): (732) 223-2555
	E-MAIL ADDRESS: msolano@hrm@gmail.com
	INSURER(S) AFFORDING COVERAGE
INSURED Mid-Atlantic States Career & Education Center 111 South Broadway Pennsville NJ 08070	INSURER A: Berkshire Hathaway Specialty Ins. Co
	INSURER B: Selective Casualty Insurance Company
	INSURER C: United Casualty & Surety Insurance Co.
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY					
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					
	<input checked="" type="checkbox"/> Professional Liability	X	47SPK25981703	1-27-2021	1-27-2022	EACH OCCURRENCE \$ VV DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 OTHER: \$
	GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					
A	AUTOMOBILE LIABILITY					
	<input checked="" type="checkbox"/> ANY AUTO					
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	X	47RWS25981803	1-27-2021	1-27-2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ OTHER: \$
A	UMBRELLA LIAB					
	<input checked="" type="checkbox"/> EXCESS LIAB					
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10,000	X	47SUM25981903	1-27-2021	1-27-2022	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 OTHER: \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N				
	<input checked="" type="checkbox"/> N	N/A	WC9046588	1-27-2021	1-27-2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					
C	Employee Dishonesty Bond		UCSX3X230	3-29-2021	3-29-2022	\$10,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Project: Community Work Experience Program and Group Job Search for Work First New Jersey Participants

Certificate holder is included as an additional insured as required by written contract.

CERTIFICATE HOLDER

CANCELLATION

County of Gloucester
Two S. Broad Street
Woodbury NJ 08096

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/26/2021

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PRODUCER Strategic Insurance Partners 492 Franklin Avenue Nutley NJ 07110	CONTACT NAME: Marianne Solano PHONE: (732) 528-1740 FAX: (732) 223-2555 E-MAIL: msolano@hkm@gmail.com ADDRESS: PRODUCER: CUSTOMER NO.:
INSURED Mid-Atlantic States Career & Education Center 111 South Broadway Pennsville NJ 08070	INSURER(S) AFFORDING COVERAGE INSURER A: Berkshire Hathaway Specialty Insurance Co. INSURER B: Selective Casualty Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	47SPK25981703	1/27/2021	1/27/2022	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$20,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMPROP AGG \$2,000,000 GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		47RW525981803	1/27/2021	1/27/2022	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$10,000	X	47SLM25981903	1/27/2021	1/27/2022	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/ MEMBER EXCLUDED? (Mandatory in NJ) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	WC 8046588	1/27/2022	1/27/2022	<input checked="" type="checkbox"/> WC STATUTORY / RATES <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

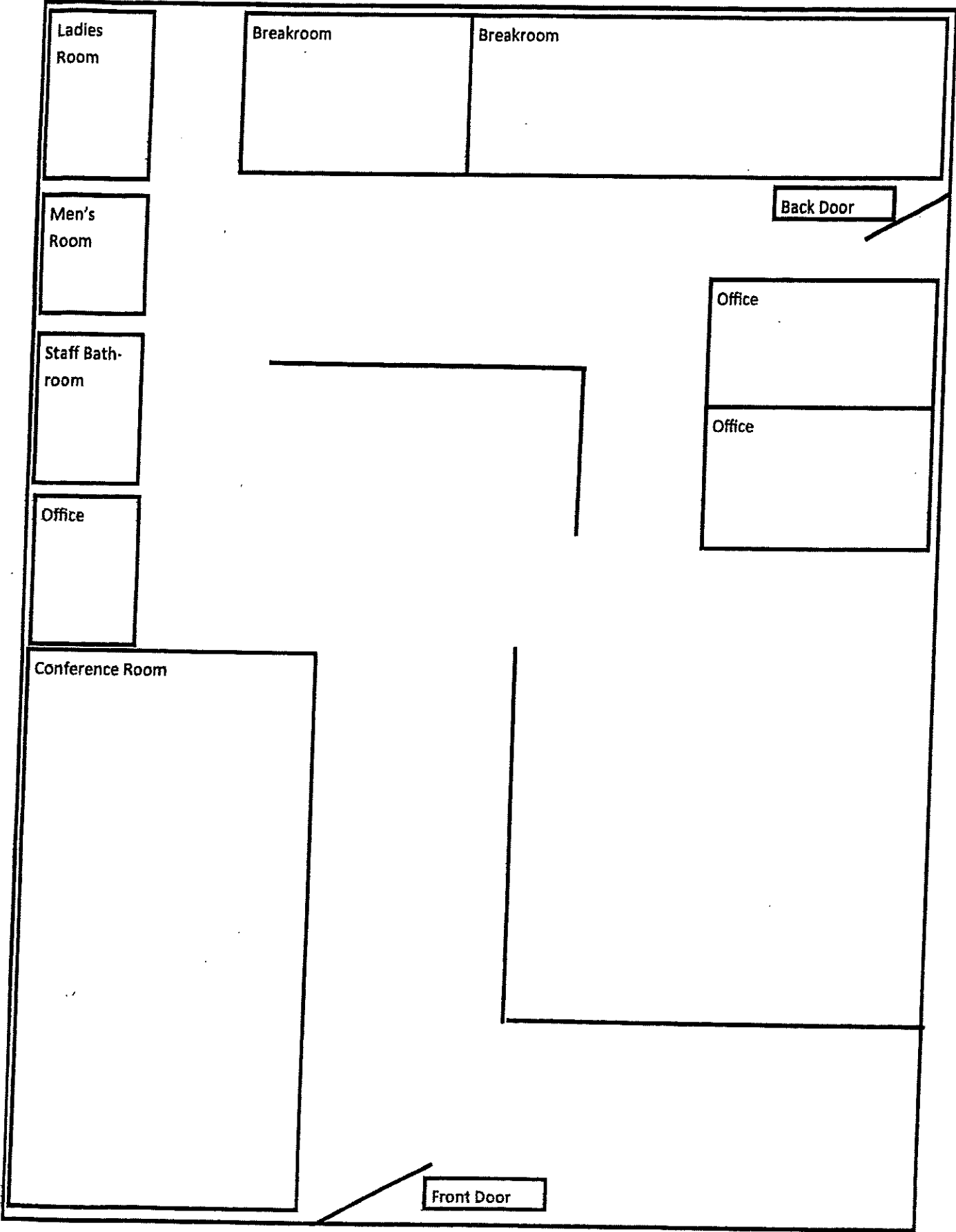
RE: Food Distribution at 28 Harrison Street Woodbury NJ

City of Woodbury including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers are included as additional insureds for General Liability as required by written contract.

CERTIFICATE HOLDER**CANCELLATION**

The City of Woodbury 33 Delaware Street Woodbury NJ 08096	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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State of New Jersey



Department of Education

and

Department of Labor and Workforce Development

This is to certify that

Mid-Atlantic States Career and Education Center

Is hereby granted this Certificate of Approval to operate a private career school at 55 Delaware Street, Woodbury, NJ 08096 for the purpose of providing instruction in all approved Post-Secondary programs offered at this facility. This certificate is issued in accordance with regulations pursuant to New Jersey law.

October 1, 2019
Approval Date

September 30, 2021
Expiration Date

A handwritten signature in black ink, appearing to be "P. D. H.", written over a horizontal line.

COMMISSIONER
Department of Education

ISSUE DATE
10/23/19

A handwritten signature in black ink, appearing to be "R. A. Angelo", written over a horizontal line.

COMMISSIONER
Department of Labor & Workforce Development

Mid-Atlantic States Career and Education Center

Current Programs

Program	Date	Provider	Funding
Salem County Supported Employment	January 1, 2016 to Present	NJ Department of Health	\$102,727
Salem County Non-Emergency Medical Transportation	July 1, 2016 to Present	Salem County Office on Aging	\$120,000
Salem County Congregate Nutrition and Housekeeping Program	July 1, 2016 to Present	Salem County Office on Aging	\$61,500
Salem County Senior Respite Program	July 1, 2016 to Present	Salem County Office on Aging	\$105,661
Salem County Senior Transportation Program	March 1, 2018 to Present	Salem County Office on Aging	\$508,376
Parolee Employment Placement Program in five Southern New Jersey Counties including Salem County	December 1, 2012 to Present	NJ Department of Labor and Workforce Development/NJ State Parole Board	\$364,500
Skills Partnership Grant/ServSafe	March 12, 2019 to March 12, 2020	NJ Department of Labor and Workforce Development	\$46,400
Academic, Career, Re-entry Opportunity Program (ACRO) at the Salem County Correctional Facility	Sept. 2017 to Present	Mid-Atlantic States Career and Education Center	No funding

Mid-Atlantic States Career and Education Center

Current Programs

Program	Date	Provider	Funding
Parolee Employment Placement Program in five Southern New Jersey Counties outside of Salem County	December 1, 2012 to Present	NJ Department of Labor and Workforce Development/NJ State Parole Board	\$364,500
Gloucester County Job Readiness - TANF & GA Clients referred by One Stop Career Center	July 1, 2007 to Present	NJ Department of Labor and Workforce Development	\$245,000
Skills Partnership Grant/ServSafe	March 12, 2019 to present (currently extended)	NJ Department of Labor and Workforce Development	\$46,400
Gloucester County Community Library Adult Literacy and Career Pathways	Sept. 1, 2018 to Present	NJ Department of Labor and Workforce Development	\$92,000
For Facilitating Events, Activities, Trips to the Clients of the Salem Co. Off. of Alcohol and Substance Abuse Serv.	Sept. 2020 to Present	Salem County Dept. of Health	\$24,795

Mid-Atlantic States Career and Education Center

Programs

Program	Date	Provider	Funding
Salem County Job Readiness - TANF & GA Clients referred by One Stop Career Center	October 1, 2017 to Sept. 30, 2019	NJ Dept. of Labor and Workforce Development, by Salem County Board of Social Services, Kathy Lockbaum, 856-299-7200 (Social Services is waiting for NJ DOL to issue a new RFP)	\$143,048
Burlington County Job Readiness – TANF & GA Clients referred by the One Stop Career Center	July 1, 2009 to June 30, 2017	NJ Department of Labor and Workforce Development, Charlene A. Marshall, 609-265-5012	\$365,000
Salem County Housekeeping Program	July 1, 2016 to June 30, 2018	Salem County Office on Aging, Debby Turner-Fox/Rita Shade, 856-935-7510	\$61,500
None of these programs were not renewed due to performance issues.			

Mid-Atlantic States Career and Education Center has Workers' Compensation and Employer's Liability Insurance in accordance with New Jersey Law.

Mid-Atlantic States Career and Education Center states that neither the firm nor any individuals assigned to this engagement are disbarred, suspended or otherwise prohibited from professional practice by any federal, state or local agency.

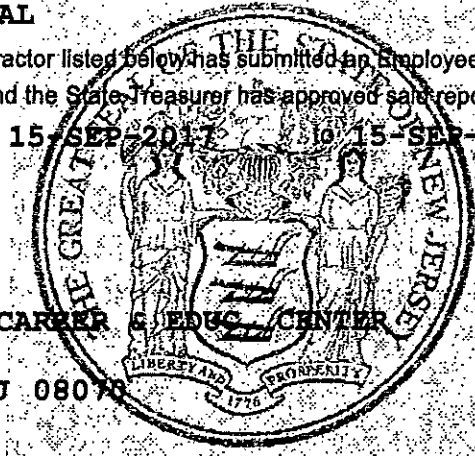
Mid-Atlantic States Career and Education Center will comply with the General Terms and Conditions required by County and enter into the County's standard Professional Services Contract.

Mid-Atlantic States Career and Education Center will comply with the following Federal Code/Regulations concerning the single audit: Federal 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) and /or NJ Circular 15-08-OMB.

CERTIFICATE OF EMPLOYEE INFORMATION REPORT**RENEWAL**

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of **15-SEP-2017** to **15-SEP-2024**

MID-ATLANTIC STATES CAREER & EDUC. CENTER
111 SOUTH BROADWAY
PENNSVILLE **NJ 08078**



A handwritten signature in black ink, appearing to read "Ford M. Scudder".

FORD M. SCUDDER
State Treasurer

Handwritten initials in black ink, possibly "JEP".

Plan for COVID-19: Exposure, Prevention, Preparedness, and Response

As professionals in the service delivery field, Mid-Atlantic States Career and Education Center (MASCEC) take the health and safety of our employees, clients and visitors/vendors very seriously. With the spread of COVID-19, it is imperative to remain vigilant in mitigating the outbreak.

In order to be safe, this plan outlines the guidelines that MASCEC will follow to reopen operations and thus this COVID-19 Exposure, Prevention, Preparedness, and Response Plan has been developed. Of course, the continuation and monitoring of the related guidance that CDC and OSHA provides will also be utilized to revise this plan when necessary.

For our purposes:

1. Responsibilities of Employer/Manager/Supervisor – Management must set a good example by following this Plan at all times. This involves practicing good personal hygiene, office safety practices and Management must display and encourage this same behavior from all employees.

2. Responsibilities of Employees – This plan is asking every one of our employees to help with our prevention efforts while at work. As set forth below, MASCEC has instituted various housekeeping, social distancing, and other best practices while at work regardless of where the person is working. In addition to following best practices, employees are expected to report to their supervisor and/or to the President of MASCEC if they are experiencing signs or symptoms of COVID-19, as described below:

Symptoms:

- Coughing
- Fever
- Shortness of breath, difficulty breathing
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, **DO NOT COME TO WORK** and **call your healthcare provider and supervisor right away**. Do the same thing if you come into close contact with someone showing these symptoms.

Plan for COVID-19: Exposure, Prevention, Preparedness, and Response

Best Practices:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol (we have provided ample supplies of each).
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering all coughs and sneezes (preferably not in your hands).
- Avoid close contact with people who are sick (in all cases the 6-foot rule whenever possible).
- Familiarize yourself with COVID-19 symptoms

3. Protective Measures in the Workplace – the following protective measures are for the workplace.

A. General Safety Policies and Rules

- Any employee/contractor/visitor/client showing symptoms of COVID-19 will be asked to leave the workplace and return home.
- All in-person meetings will be limited. To the extent possible, meetings will be conducted by telephone or tele-health conference. During any in-person meetings, avoid gathering in groups of more than 5 people and participants must remain at least six (6) feet apart.
- Employees must avoid physical contact with others and shall direct others (coworkers/contractors/visitors/clients) to increase personal space to at least six (6) feet, where possible).
- Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than five (5) people.
- Access to running water and soap for hand washing as well as disinfecting wipes will be available in all restrooms. In addition, alcohol-based hand sanitizers and/or wipes are available for use in individual offices/workspaces will be provided (unless they are not available for purchase).

Plan for COVID-19: Exposure, Prevention, Preparedness, and Response

- Employees should limit the use of co-worker's office supplies and equipment. To the extent these must be shared, alcohol-based wipes should be used to clean them before and after use.
- Employees will be cross-trained where possible so that projects can continue working effectively in the event that an individual/s is required to quarantine.
- In lieu of using a common source of drinking water, such as a cooler, employees should use individual water bottles.

B. Contractors/visitors entering Building

- The number of visitors to the office, will be limited to only those necessary for work duties.
- All visitors will be screened in advance of arriving. If the visitor answers "yes" to any of the following questions, he/she should not be permitted to access the office:
 1. Have you been confirmed positive for COVID-19?
 2. Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?
 3. Have you been in close contact with any persons who has been confirmed positive for COVID-19?
 4. Have you been in close contact with any persons who have traveled and are also exhibiting acute respiratory illness symptoms

As per protocol, site deliveries will be permitted. As always, properly coordinated in line with the social distancing protocols.

C. Personal Protective Equipment (PPE) and Work Practice Controls

- In addition to regular PPE for workers engaged in various tasks, Disposable Face Masks and Gloves will be provided.

Plan for COVID-19: Exposure, Prevention, Preparedness, and Response

4. Workplace Cleaning and Disinfecting

Regular housekeeping practices, which include cleaning and disinfecting frequently used areas and equipment and other elements of the work environment, where possible, will continue as already instituted. Employees should regularly do the same and maintain these practices within their assigned work areas.

- The break/lunchroom area will be cleaned on a regular basis.
- Any trash collected from the office will be changed regularly by someone wearing PPE.
- The use of any disinfection shall be conducted using one of the following:
 - Common EPA-registered household disinfectant;
 - Alcohol solution with at least 60% alcohol; or
 - Diluted household bleach solutions (if appropriate for the surface).

5. Workplace Exposure Situations

Employee Exhibits COVID-19 Symptoms – If an employee exhibits COVID-19 symptom(s), the employee must remain at home until he or she is symptom-free for 72 hours (3 full days), without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). Similarly it is required of an employee who reports to work with symptoms to return home until he or she is symptom free for 72 hours (3 full days).

Employee Tests Positive for COVID-19 – An employee who tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least seven (7) days have passed since the date of his or her first positive test, and have not had a subsequent illness. Employees who test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery; and (2) at least seven 7 days have passed since symptoms first appeared. Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. The employee will be required to provide documentation clearing his or her return to work.

Plan for COVID-19: Exposure, Prevention, Preparedness, and Response

Employee Has Close Contact with an Individual Who Has Tested Positive for COVID-19 – If such is the case, employee will be directed to self-quarantine for 14 days from the last date of close contact with that individual. Close contact is defined as six (6) feet for a prolonged period of time.

If it is learned by management or supervisor or other employee that an employee has tested positive, that manager or supervisor will conduct an investigation to determine co-workers who may have had close contact with the employee in the prior 14 days and direct those individuals to self-quarantine for 14 days from the last date of close contact with that employee. If applicable, any sub-contractors, vendors/suppliers or visitors who may have had close contact with the confirmed-positive employee will be notified. If an employee learns that he or she has come into close contact with a confirmed positive individual outside of the workplace, he/she must alert his/her manager or supervisor and self-quarantine for 14 days from the last date of close contact with that individual.

6. Confidentiality/Privacy – Except for circumstances in which it is legally required to report workplace occurrences of communicable disease, as always, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed will be kept to the minimum needed to comply with reporting requirements while limiting the potential for transmission to others. The owner reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed, so the employees may take proper measures to protect their own health. The owner also reserves the right to inform sub-contractors, vendors/suppliers or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed, so those individuals likewise may take measures to protect their own health.

7. General Questions – Given the fast-developing nature of the COVID-19 outbreak, this Plan may be modified on a case by case basis as needed.

H, Glendon Donelson
14 Woodside Place
Pennsville, NJ 08070-1319
(856) 678-2076

SUMMARY: Extensive background and experience on Human Resources with particular emphasis in

Personnel

Labor Relations

Employee Benefits

Employee Compensation

Safety

PROFESSIONAL EXPERIENCE

Mid-Atlantic States Career and Education Center, Pennsville, NJ,

2002 – Present

President and CEO

Responsible for the leadership of a 501c3 non-profit corporation including insuring the mission, strategies, values and goals are achieved. Successfully managed the company to its current staffing level of 50 employees with over two million dollars in revenues.

Pennsville Board of Education, Pennsville, NJ

1995 – 2009

Project Director, Salem County School to Careers Initiative

Responsible for the establishment of partnership with education, business and labor-focused on careers in the food industry. Received national "All Means All Award" in 1999.

Medlab, Inc., New Castle, DE

1994

Consultant

Responsible to audit payroll procedures and employee relations practices with a focus on savings and culture change for employees. Developed efficiency improvement in payroll procedures that resulted in \$100,000 per year savings.

Salem Community College, Carneys Point, NJ

1993 – 1994

Program Coordinator, Salem County Youth Apprenticeship in Chemistry

Responsible for the development of a partnership between DuPont Corporation and the education system. Resulted in having over three hundred DuPont employees working with students.

E. I. DuPont de Nemours & Co., Inc., Wilmington, DE

1956 – 1993

Human Resource Consultant, Wilmington, DE management and staff on policy/procedures with emphasis on federal and state laws, union contract and site/corporate policies. Managed personnel office to administer benefits and compensation for 3,500 employees. Supervised a staff of forty

Responsible for the conversion of over fifty company plant sites including management, unions, and employees from wage to salaried compensation. Effort resulted in a savings of \$12 to \$15 million dollars annually. Consolidated benefit administration from plant sites to central administration.

Management Assistant, Deepwater, NJ

Responsibilities included advising management and staff on policy/procedures with emphasis on federal and state laws, union contract and site/corporate policies. Managed personnel office to administer benefits and compensation for 3,500 employees. Supervised a staff of fourteen.

Benefits and Compensation Supervisor, Wilmington, DE

Supervised personnel office, handled salary forecasting, performance, ratings, transfers and benefits for twenty-one DuPont plant sites. Administered relocation for technical employees and coordination of corporate benefits. Direct dealings with private health care plans on benefits and contracts.

Various administrative positions, Deepwater, NJ

1956 – 1967

MILITARY: New Jersey National Guard, 50th Armored Division, 1960 – 1966, Sergeant E6

EDUCATION: Rowan University, History (Cum Laude)

AWARDS: 1989 received outstanding volunteer award in business partnership category from the National Association of Partners in Education, Arlington, VA. In 2003, awarded the Second Annual Constance Strand Memorial Award by the New Jersey Juvenile Justice Commission for program excellence.

MEMBERSHIPS:

President Board of Directors, The ARC of Salem County

Member, Salem County Workforce Investment Board (WIB)

Member, Salem County Youth Service Commission

Chair, Salem County Office on Aging

Member, Pennsville Township Planning Board

Chair, Child Placement Review Board

Families and Schools Together (FAST) of Salem County

Certificate of Completion
WORKplus Train the Trainer



Cornell University

THE CERTIFICATE IS PROUDLY PRESENTED TO

H. Glendon Donelson

This certificate is for successful completion of
Cornell University **WORKplus** Authorized Train the Trainer
For Mid-Atlantic States Career and Education Center

VITAE

BENJAMIN J. WOOD
7353 Sanger Hill Rd.
Waterville, NY 13480
315-841-8855

Education

B. S., Education, Cornell University
M.S., University of Delaware – Agriculture Economics, Major; Labor Economics,
"US Department of Labor Project – Extending Unemployment Benefits to Migrant Labor"
Federal Legislation passed in 1975.
MASS, Harvard University- 1989- Poverty and Jobs

Work Experience

- 2013- Present- Senior Vice President Planning and Development, Mid-Atlantic States Career And Education Center (MASCEC)
Duties:
- Work with Senior Staff to develop overall program design
 - Research and Design Innovative Approaches to Program Development
 - Write Grants and assist others in writing
 - Design evaluation approaches
 - Serve as liaison to academic partners, Land Grant Colleges
 - Serve on the MASCEC Management Team
 - Serve as Food Safety Instructor
 - Assist all staff in program implementation
- 2005- 2013 Workforce Development Consultant, Mid-Atlantic States Career and Education Center
- 1998 – 2005 Issue Leader, Cornell Cooperative Extension, Cornell University; Director, Pathways to a better Trained Workforce for the Mid-Atlantic Region, a W. K. Kellogg Foundation Initiative, coordinated with six Land Grant Colleges and 250 Food Systems partners. Major contacts with most food system employers/trade organizations
- 1994 – 1998 Consultant, National 4-H Council – Chevy Chase, Maryland, Workforce Preparation Specialist and Developer of the National Workforce Center.
US Senate Education and Workforce Committee Staff under Senator, Edward Kennedy

- Associate Professor, Cornell University, Workforce Preparation Specialist,
Department of Education
- 1991 - 1994 Guest Lecturer, Department of Human Development and Family Studies,
College of Human Ecology, Cornell University
- 1989 - 1994 Director, Youth Apprenticeship - Cornell Cooperative Extension, Cornell
University - 7 school systems; 14 businesses
- 1982 - 1989 Educator and Assistant Association Director, Cornell Cooperative Extension,
Broome County 4-H Youth Development
- 1973 - 1987 Director and 4-H Youth Development Educator, - Cornell Cooperative
Extension of Madison and Lewis Counties

Key Responsibilities for Cornell University:

- Responsible for developing Workforce Preparation Training and Development Programs nationally and within New York State. These programs are based on a conceptual model developed at National 4-H Council with my consulting advice.
- Provide leadership for Cornell Cooperative Extension Workforce Development Programs.
- Responsible for working closely and/or consulting with several major businesses and educational institutions to develop training and development strategies and school-to-work transition programs, such as:

US Department of Education	Wegman's Food Markets
Daimler-Benz Corporation	Eastman Kodak
General Motors	Sorrento Cheese
Cummins Diesel Engine Corporation	Perry's Ice Cream
Ralston Purina	Metropolitan Life Insurance
Boeing Aircraft	General Electric Motors
American Honda Corporation	Bridgestone/Firestone
Wakefern Foods	A&P Supermarkets/Food Emporiums
Golub Corporation	Metropolitan Food Council, NYC
Ocean Spray Cranberry, Inc.	Purina Mills
US Department of Labor	Wawa Convenience Stores
Eastern Perishable Products Assoc.	Rich Food Products
Wakefern Foods	
- Consulted with major communities nationwide on Workforce Preparation Programs including: Los Angeles County, California; City of Indianapolis; Jamestown, NY; Saratoga County, NY; New York City Board of Education; St. Louis school system; Bergen County

Vocational School; New Jersey Camden City School District; and Buffalo, NY, school system, etc.

- Networks closely with major business and educational organizations such as Jobs for the Future, National Association of Advanced Manufacturers, National Business Alliance, etc, National School to Work office, Food Mobility Institute, National Grocer's Association.
- Responsible for managing the Regional Kellogg Project, "Pathways to a Better Trained Workforce" for New York City, New Jersey, and Delaware engaging over 250 partners and a \$4.4 million budget.

Publications

- *Developing Youth Apprenticeships in Broome County, NY*; Dr. Stephen Hamilton, Benjamin Wood, Cornell University, 1991
- *Leading the Way: How to Build a Workforce Preparation Effort in Your Community*; Benjamin Wood, Stephen Garfinkel and Susan Halbert, 1997 National 4-H Council
- *Integrating Workforce Skill Development into the Classroom*; Benjamin Wood, Susan Halbert and Dr. Edith Needleman. Wharton School, University of Pennsylvania; 6 modules for high school classrooms; 1997-98 Daimler-Benz Foundation
- *A Guide to Youth Apprenticeship in the Auto Industry*; Benjamin Wood, American Honda Motor Corporation, Torrance, California, 1999

Major Presentations

Editorial Board – *Grocery Headquarters Magazine*, Hartford Connecticut
Food Marketing Institute Annual Conference, Chicago, Illinois
"Who's Minding the Store – The Human Resource Crisis in Food Retailing"

Many "Guest Lecturer" classes in Education at Cornell University, Binghamton University, American University, and Rutgers University

Panel Presentation – Harvard University

Chair, Dr. Howard Gardner

"Integrating the Scans Commission Report into the Classroom"

Hearing: National Governor's Conference, "The Effect of the changing World of Work on Rural Communities"; Chair, Senator Nancy Kasenbaum, Kansas

National address to IBM workers on "Adapting to Change in the New Work Environment" broadcast from Endicott, New York

Conducted:

6 national Workshops for Educators/Business Leaders
25 Statewide workshops for Land Grant Institutions

US Senate – Labor Sub-Committee Hearing, Senator Edward Kennedy, Chair
“Extending Unemployment Benefits to Migrant Agricultural Labor”

NYS Board of Regents Workforce Development Curriculum Design

Served on several state, regional, and national education and workforce policy groups.

**Certificate of Completion
WORKplus Train the Trainer**



Cornell University

THE CERTIFICATE IS PROUDLY PRESENTED TO

Benjamin J. Wood

**This certificate is for successful completion of
Cornell University WORKplus Authorized Train the Trainer
For Mid-Atlantic States Career and Education Center**

Linwood Mosley
415 Cabot Court, Deptford, NJ 08096
(856) 853-0372 (Home)
virgoman183@yahoo.com

Summary

I have been working as a Work Readiness Instructor/Employment Counselor at the Kintock Group from October 2003 to December 2013. This position entailed working with ex-offenders and parolees who were preparing to re-enter the workforce.

I am a detailed oriented person with excellent communication skills, and a high level of integrity.

Program Manager

Mid-Atlantic States Career and Educational Center

Feb. 2017-present

- Manage staff in a professional manner and atmosphere
- Assist clients in a career and educational program
- Maintain a quality program to meet and county/state requirements
- Insure that the proper recording/filing of all client activist is maintained
- Report to various local and state agencies via weekly/monthly/quarterly reports
- Provide a safe atmosphere for all clients and staff
- Conduct client assessments
- Attend various county agency meetings
- Serve as program job developer

Program Specialist

Mid-Atlantic States Career and Educational Center

June 2014-Feb. 2017

- Conduct work readiness classes
- Counsel clients on employment issues
- Assist clients on educational and career planning
- Address client behavioral issues
- Assist program manager in daily activities as needed

Work Readiness Instructor/Employment Counselor

The Kintock Group, Bridgeton, NJ

Oct. 2003 - Dec. 2013

- Counseled clients on educational issues.
- Assisted clients with education and career planning.
- Supported and encouraged realistic career goals.
- Maintained client files.
- Coordinated educational efforts with administrators.
- Addressed client behavioral problems.

Provided crisis intervention services.
Provided resources for clients.
Advised clients on job seeking skills.
Assisted clients with college financial aid forms
Provided individual advising, small group counseling.

Youth Program Director

Aug. 1999 - Sept. 2002

Shiloh Community Development Corp., Port Norris, NJ

Counseled students on educational issues.
Assisted students with education and career planning.
Supported and encouraged realistic career goals.
Developed action plans for students' academic success.
Maintained student records.
Coordinated educational efforts with teachers.
Addressed student behavioral and academic problems.
Provided resources for students and families.
Met with parents and guardians regarding their children's academic progress.
Evaluated student academic performance, behavior, social development and physical health.
Advised students on job seeking skills.
Provided individual advising and small group counseling.

Education

High School Diploma
Attended Glassboro State College non degree
Attended Cumberland County College non degree

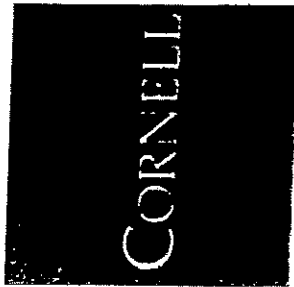
Skills

Fiscal Accountability, Program Management, Counseling, Curriculum Design, Instruction, Internet Explorer, Microsoft Word, Personnel, Policy Analysis, Presentation Skills, Staffing, Group Instruction

Organizations/Activities

Founder of men's community organization R.U.M.B.L.E. (sponsors community activities/trips for disadvantaged youth.)
Former coach/president of Cohansey Soccer Club
Former coach of Bridgeton Midget/Junior Basketball
Enjoy traveling with family

Certificate of Completion WORKplus



Cornell University

THE CERTIFICATE IS PROUDLY PRESENTED TO

Linwood Masley

This certificate is for successful completion of
training as a **WORKplus** Instructor.

A handwritten signature in black ink, appearing to read "Benjamin J. Wood".

Benjamin J. Wood
Lead Instructor

A handwritten signature in black ink, appearing to read "H. Glendon Donelson".

H. Glendon Donelson, President, CEO
Mid-Atlantic States Career and Education Center



VICTORIA CARPENTER

355 Union St Glassboro NJ 08028
victoria5823@yahoo.com | 609-992-8869

OBJECTIVE | Well-spoken and organized office assistant with years of experience in a fast paced office environment.

SKILLS & ABILITIES |

- Ability to manage time effectively
- Excellent ability to follow written and verbal instructions
- Able to follow and maintain safe workplace rules
- Exceptional phone etiquette and message taking skills
- Excellent problem solving, strong communication skills, and interpersonal skills
- Performing clerical assignments (e.g. filing, copying, faxing, emailing, and record management)

EXPERIENCE | **MID-ATLANTIC STATES CAREER & ED CENTER** 7/2018 - **PRESENT**

Company's Address: 55 Delaware St., Woodbury NJ 08096 (856) 202-5383 X131

Position/Title: Program Specialist

- Manage filing system
- Handle incoming calls and outgoing communications.
- Record information and greet participants and visitors as needed.
- Update paperwork and manage documents accordingly.
- Help organize and maintain office common areas.
- Perform general office clerk duties and errands.
- Maintaining supply inventory and office equipment as needed.
- Help participants with resumes

KEEPING IT FRESH INC.

9/2014 - 3/2017

Company's Address: 106 S HARDING HWY, LANDISVILLE, NJ 08326 (856) 899-4659

Position/Title: Office Assistant

- Assistant to the boss with day to day things in the office.
- Maintained established daily schedules and Tended to the daily filling needs for the business.
- Set appointments for estaments and future work.
- Read plans, instructions, or specifications to determine work activities.
- Implemented productivity, quality, and customer service standards to attract and maintain client relationships

EXHALE ENTERPRISES**3/2012 - 8/2014****Company's Address:** 601 Boardwalk Ave, Atlantic City NJ 08401 ()**Position/Title:** *Massage Therapist*

- Provided 60 to 90-minute massages for client with appointments and/or walk-ins.
- Discussed our service offerings with clients and assist them select the types of massages they desire.
- Built strong customer relationships by understanding the client and their needs, which led to continued client satisfaction
- Reviewed and tracked inventory
- Implemented productivity, quality, and customer service standards to attract and maintain client relationships

SHORE DINER**9/2010- 3/2012****Company's Address:** 6710 Tilton Rd, Egg Harbor Township NJ 08214**Position/Title:** *Waitress.*

- Greeted and escort customers to their tables and present them menu
- Prepare tables by setting up linens, silverware and glasses and informed customers about the day's specials.
- Took accurate food and drinks orders by slips or by memorization and served food and drink orders
- Checked customers' IDs to ensure they meet minimum age requirements for consumption of alcoholic beverages
- Communicate order details to the Kitchen Staff

EDUCATION | BUENA REGINAL HIGH, BUENA, NJ
HIGH SCHOOL DIPLOMA
Barberio school of massage therapy
Lic. N.J. massage therapist

CERTIFICATE | ServSafe Food Handlers
ServSafe Mangers
ServSafe Proctor/Instructor

REFERENCE | REFERENCES AVAILABLE UPON REQUEST

Certificate of Completion WORK_{plus}



Cornell University

THE CERTIFICATE IS PROUDLY PRESENTED TO

Victoria Carpenter

This certificate is for successful completion of
training as a WORK_{plus} Instructor.

Benjamin J. Wood

Benjamin J. Wood
Lead Instructor



H. Glendon Donelson, President, CEO
Mid-Atlantic States Career and Education Center

ServSafe
National Restaurant Association

ServSafe® CERTIFICATION

VICTORIA CARPENTER

For successfully completing the standards set forth for the ServSafe Food Protection Manager Certification Examination, which is accredited by the American National Standards Institute, Inc. (ANSI) and the Conference for Food Protection (CFP).



#0655

8/30/2018

DATE OF EX
Local laws apply. Check

8/30/2023

DATE OF EXPIRATION
for recertification requirements.

EXAM FORM NUMBER



in accordance with the ANSI Accredited Program logo and the ServSafe logo are trademarks of the NRAEF, National Restaurant Association® and its design

Contact us with questions at 202 S. Wacker Drive, Suite 2600, Chicago, IL 60606-6383 or ServSafe@restaurant.org.

Jeff D. Truax

902 Curtis Drive, Pennsville, NJ 08070

(609)517-4609

jeffrey.truax@yahoo.com

jtruax@masccc.org

QUALIFICATIONS SUMMARY: Skilled and dedicated owner/operator with more than 25 years' experience coordinating, planning, and supervising daily operational and foreman functions for union workers including Demonstrated capacity to provide comprehensive support for construction sites, excellent supervisory/foreman skills to handle jobs of any size and stay proactive. A skilled craftsman and vast knowledge of different trades

PROFESSIONAL EXPERIENCE

Mid-Atlantic States Career and Education Center

2015 to Present

Vice President- Projects and Media

Responsible for project management including startup and maintenance of company facilities. Projects have included greenhouse construction, warehouse rehabilitation and training center upgrades. Additionally responsible for all media issues including telephone, computer and graphic issues. Oversee all company certified training programs including curriculum and trainers. Conducted unionized apprentice training. A certified fork lift trainer.

Truax Construction, LLC, Atlantic City, NJ

2008 to 2015

Owner

A small business owner and operator involved in large business (casinos) development and redevelopment projects, commercial and residential projects in a unionized environment. Specialized in ornamental plastering, stucco, fireproofing, and roofing installation and repair.

Truax Masonry, Inc., Egg Harbor City, NJ

1991 to 2008

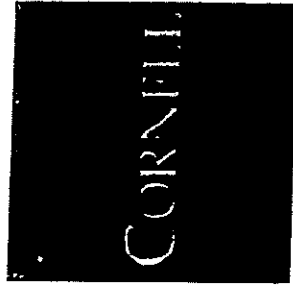
Foreman

A skilled foreman in a family owned company. Supervised union laborers in redevelopment, residential, commercial projects including ornamental plastering, stucco, fireproofing and roofing projects.

EDUCATION

International Bricklayers and Allied Craftsman Apprentice School, 1991-1993

Certificate of Completion WORKplus



Cornell University

THE CERTIFICATE IS PROUDLY PRESENTED TO

Jeffrey David Truax

This certificate is for successful completion of
training as a WORKplus Instructor.

Benjamin J. Wood

Benjamin J. Wood
Lead Instructor

H. Glendon Donelson

H. Glendon Donelson, President, CEO
Mid-Atlantic States Career and Education Center



June 8, 2015

This Certificate Recognizes that

Jeff Truax

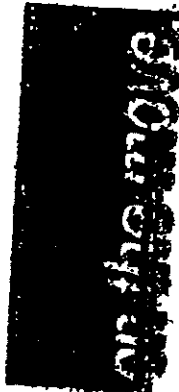
Name

Mid-Atlantic States Career & Education Center
Company Name

Has successfully completed the required course of study in
Train the Trainer Safety Training Program

Fred Michalek

Instructor



OSHA mandates refresher training under certain circumstances and requires an evaluation of each operator's performance every three years. The Refresher Curriculum is designed to ensure that operators receive periodic training.

WALTER DONELSON

9 Stowneck Road, Salem, NJ 08079

302-521-9470

waltydon@gmail.com

QUALIFICATION SUMMARY:

Strong leadership qualities that enable me to think outside the box to come up with new and fresh ideas. A continuous learner drawn to and motivated by complex challenges. A dedicated employee with a call center background and demonstrated track record for building loyal professional relationships and achieving outstanding client services levels. An effective communicator with impressive emphasis on quality, productivity and professional excellence. Energetic employee able to work in a fast-paced environment and interact seamlessly between all levels of management.

- Superior interpersonal and leadership skills
- Superior customer service skills
- Excellent communication skills – written, oral, interpersonal
- Strong investigative abilities and skills
- Proven ability to develop and motivate colleagues with a strong record of mentoring and coaching
- Excellent record of always exceeding both team and personal performance standards
- Proactive thinker that is process oriented
- Strong time management abilities and effective multitasker
- Ability to evaluate and understand issue and change management requirements
- Ability to maneuver within company core values and standards to effectively maintain control while balancing customer and company objectives
- Ability to multi-task and deal with ambiguity
- Ability to deal with conflicts in a cross functional environment
- Ability to work within stringent deadlines

EXPERIENCE:

Mid-Atlantic States Career and Education Center, Pennsville, NJ (January 2017-Present)

Trainer/Transportation Coordinator

Certificate of completion WorkPlus – Cornell University

- Workplus Trainer
- Logistics Trainer
- Transportation Coordinator
- Expungement Services
- Individual Financial Mentoring

Barclay Car US, Newark, DE (March 2015-November 2016)

Process Control Manager – Operations – Audit/Risk

- Liaising with business groups to assist in defining, interpreting, and implementing system enhancements
- Responsible for managing control compliancy to Corporate Internal Audit and other external or internal interested parties.
- Teaming with external and internal business contacts for responding to system interface and data issues
- Challenging existing processes and implementing changes when needed
- Reduce cost and risk across Barclay's Operations and Technology

- Deliver on all regulatory commitments
- Performing pro-active audits to ensure compliance to regulatory standards
- Remaining in direct contact with the senior officials of the company to keep them updated by required changes
- Assisting in corporate decision making through experience, knowledge, and analysis of business processes
- Actively volunteering and participating in community events to share our company core values

Barclay Card US, Newark, DE (January 2012 – March 2015)

Executive Account Manager – Collections Bridge Team

- Handled EO Complaints pertaining to CFBP, BBB, AG, and our Partners
- Took inbound calls and returned outbound calls to Debt Management Companies and Customers
- Follow up calls with customers who have requested call backs on the collections website to help assist with any questions or concerns they may have
- Strive to create strong relations with each customer regardless of their situation
- Take ownership of accounts by following up with customers thus exhibiting higher standards and creating a higher level of trust
- Operate as a team player concerned with team success in meeting both departmental and company goals
- Take escalated calls from the collection floor and provide coverage in the absence of the Team Manager
- Work on Special Projects as assigned by Team Managers and the Division Lead
- Completed a Management Symposium held by Nicholas Prata
- Pro-actively complete several Harvard on-line course on the Barclay's Intranet including "Becoming a Manager" and "Career Management"
- Developed and implemented the Manager Partnership Program from its inception to March 2015
- Served as the Transition Unit Manager for New Hire Classes from April 2014 through March 2015
- Proactively developed an additional Transition Unit Program to further assist New Hires in reducing the time that it takes to achieve their (KPI/Incentive) goals once on the floor. The program also serves to assist in the communication of future transition Team Managers and Collection Team Managers as a close the gaps process for Agent Transition Groups involved in the New Hire's progression
- Assistant Team Manager for the Collections Processing Support Specialists Team from December 8th until March 2015

Barclay Card US, Newark, DE (October 2009 – January 2012)

Senior Account Manager

- Worked in stages 4 and 5 of delinquency collecting
- Possess exceptional knowledge of the company's products and services enhancing extensive research is required for the position
- Identify the best interest for the customer balanced with the best interest of the company
- Strive to create positive and strong relationships with each and every customer no matter the situation
- Take ownership in accounts by following up with customers thus exhibiting higher standards and creating a higher level of trust
- Operate as a team player concerned with not only personal success but team success in meeting both departmental and company goals
- Serve as a coach to less experienced collectors on policies, procedures and problem solving
- Extra responsibilities include Team Queue Management Lead providing strategies and best practices for Stage Five and Floor Walker providing second voices for challenging phone calls for peers as well as support for peers as well

Bank of America, Wilmington, DE (November 2007 – October 2009)

Senior Collector

- Worked in all state of delinquency collecting across various product types
- Served as a coach to less experienced collectors on policies, procedures and problem solving
- Possessed exceptional knowledge of the company's products and services enhancing extensive research that is required for the position
- Identified the best for the customer balanced with the best interest of the company
- Strove to create positive and strong relationships with each and every customer
- Took ownership in accounts by following up with customers, thus exhibiting higher standards and creating trust

Raymour and Flanigan, Gibbstown, NJ (August 2005 – April 2007)

Customer Service Delivery Expert

- Responsible for the safe and efficient operation of the company delivery truck
- Responsible for delivery of furniture as directed by management in accordance to company policies and procedures. This includes set up of furniture and any repair work necessary
- Responsible for customer relationship during delivery
- Display exceptional knowledge of company procedures and practices

Trans World Port and Distribution, Wilmington, DE (May 1992 – August 2005)

Yardmen – Volkswagen of America

- Responsible to drive, park and locate customer's vehicle's VIN numbers in accordance to port policies and procedures
- Responsible for detailing the vehicles and ensuring their operation. Report all failures
- Responsible for the operation of vehicle Gantry
- Responsible for workforce management for the night shift. Planned, organized, and managed the work of subordinate staff to ensure that the work was accomplished in a manner consistent with organizational requirements
- Responsible to input the record all battery check and changes in a handheld scanning device
- Required to perform the job in a safe and efficient manner while ensuring that the work area is maintained to a clean and safe standard

W&D Landscaping, Middletown, DE (May 2004 – August 2009)

Lawn care – Self-Owned Business

- Operated self-owned lawn care business
- Responsible for marketing of the business and meeting with prospective clients and generating quotes for service
- Provided weekly landscaping services, mowing, weeding, and additional services as requested
- Responsible for monthly billing process and for financial accounting

Lower Alloways Creek Township Police Department, Salem NJ, (August 1989 – December 1990)

Police Officer

- Enforced state laws, local ordinances and traffic laws
- Arrested suspected violators of the law
- Conducted crime scene investigations as well as traffic investigation

- Patrolled city streets, areas and businesses to deter criminal activity
- Identified, collected and reserved evidence
- Formally documented reports, conducted interviews and provided testimony in court for criminal and civil matters
- Provided assistance to the community while proactively patrolling neighborhoods, responding to emergency calls and answering citizen complaints and problems

EDUCATION

Academic Studies, Saint Marks High School, Wilmington, DE – May 1989

COMPUTER SKILLS

Word, Excel, PowerPoint, Outlook and various banking software programs and logistical programs

Certificate of Completion WORKplus



Cornell University

THE CERTIFICATE IS PROUDLY PRESENTED TO

Walter Donelson

This certificate is for successful completion of
training as a WORKplus Instructor.

A handwritten signature in black ink, appearing to read "Benjamin J. Wood".

Benjamin J. Wood
Lead Instructor

A handwritten signature in black ink, appearing to read "H. Glendon Donelson".

H. Glendon Donelson, President, CEO
Mid-Atlantic States Career and Education Center



Mid-Atlantic States Career and Education Center

Job Description

- Title:** President and Chief Executive Officer (CEO)
- Reports to:** Board of Directors
- Qualifications:** Bachelor's Degree and extensive demonstrated business experience including human resources, finance, legal, information technology, strategic planning with a minimum of ten to fifteen years of managerial experience
- Job Functions:** Reports to Board of Directors and leads the Corporation to insure its mission, strategies, values and goals are achieved.
- Cultivates a strong Board of Directors willing to lead and contribute to the programmatic and financial success of the Corporation
 - Attracts, develops, leverages and retains staff talent and effectively manages performance
 - Develops and implements financial plans that maximize the financial strength of the Corporation
 - Seeks future funding opportunities to grow the Corporation
 - Represents the Corporation to establish partnerships, and influence media and public policies
 - Approves proposals and contracts for grant funding and associated budgets
 - Approves all spending requests, purchase orders and invoices for payment
 - Fulfills other duties and functions as assigned by the Board of Directors.

MID-ATLANTIC STATES CAREER AND EDUCATION CENTER

TITLE:	SENIOR VICE PRESIDENT PLANNING AND DEVELOPMENT
REPORTS TO:	PRESIDENT AND CEO
QUALIFICATIONS:	Bachelor's Degree in Business, Management or related field with at least ten years of professional experience in a non-profit organization. Demonstrated success in making strategic decisions and forging new relationships to build visibility, impact and financial resources for the organization.
JOB FUNCTIONS:	<p>Reports to the President and CEO and is responsible for the development and implementation of a comprehensive strategy to include corporate, foundation and governmental grants. Identifies develops and implements specialized training for in-demand employment opportunities and technological changes in the workforce..</p> <ul style="list-style-type: none">• Responsible of the development and execution of programs and proposals• Monitors and evaluates programs for effectiveness and recommends improvements• Identifies opportunities and program improvements based on demand performance and results• Other duties as assigned.

Mid-Atlantic States Career and Education Center
Job Descriptions

Title:	Program Manager
Reports to:	Program Director
Qualifications:	Bachelor's degree or equivalent. Ten or more years of management/supervisory experience in a Human Resources or related business areas with specific experience in training, job development, employer interface and employee relations.
Job Functions:	<p>Manages Program staff and activities.</p> <ul style="list-style-type: none">• Provides individual and group job skills counseling and training to clients referred from a variety of public and private entities.• Completes a personal, job skill assessment and resume for each client.• Identifies suitable employers for potential employment for clients.• Coordinates with the One Stop Career Center on job openings.• Places clients into full time sustainable paid employment.• Follows up with employers to ensure client long term job retention.• Provides other services including counseling, mental health services, conflict management, personal financial management and life skills management.• Tracks client employment and develops monthly reports.• Other duties as assigned.

Mid-Atlantic States Career and Education Center
Job Description

Title:	Program Specialist
Qualifications:	Bachelor's degree or equivalent. Five years of management/supervisory experience in a Human Resources or related business areas with specific experience in training, job development, employer interface and employee relations
Reports to:	Program Supervisor
Job Functions:	<p>Reports to Program Supervisor and provides support to the Program.</p> <ul style="list-style-type: none">• Provides individual and group job skills counseling and training to clients referred from a variety of public and private entities.• Completes a personal, job skill assessment and resume for each client.• Identifies suitable employers for potential employment for clients.• Coordinates with the One Stop Career Center on job openings.• Places clients into full time sustainable paid employment.• Follows up with employers to ensure clients long term job retention.• Provides other services including counseling, mental health services, conflict management, personal financial management and life skills management.• Tracks client employment and assists Program Supervisor with monthly reports.• Other duties as assigned.