



STATE OF NEW JERSEY  
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT  
DIVISION OF VOCATIONAL REHABILITATION SERVICES

NOTICE OF CONTRACT OPPORTUNITY  
Fiscal Year 2027

PRE-EMPLOYMENT TRANSITION SERVICES (Pre-ETS)

**Paid Work-Based Learning Experiences**

Workforce Innovation and Opportunity Act

Announcement Date: July 6, 2026

Technical Assistance Workshop: July 13, 2026, and July 16, 2026

Application Due Date: July 21, 2026

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Acting Commissioner

**Pre-Employment Transition Services  
Notice of Contract Opportunity – FY 2027**

**TABLE OF CONTENTS**

|            |                                              |         |
|------------|----------------------------------------------|---------|
| Section A: | Name of Contract Program                     | Page 1  |
| Section B: | Purpose of the Contract                      | Page 1  |
| Section C: | Available Funding                            | Page 3  |
| Section D: | Compliance Requirements for Awarded Agencies | Page 4  |
| Section E: | Qualification of Applicants                  | Page 5  |
| Section F: | Deliverables                                 | Page 6  |
| Section G: | Recruitment and Referrals                    | Page 6  |
| Section H: | Reporting                                    | Page 7  |
| Section I: | Non-Allowable Expenses                       | Page 7  |
| Section J: | Application Process                          | Page 8  |
| Section K: | Required Forms                               | Page 9  |
| Section L: | Evaluation Criteria                          | Page 13 |
| Section M: | Mandatory Technical Assistance               | Page 14 |
| Section N: | Application Submittal Process                | Page 15 |
| Section O: | Award Process                                | Page 15 |

Attachments:

- Letter of Intent
- [Referral Form](#)
- [Standard Assurances and Certifications and General Provisions](#)

Take Notice that, in compliance with N.J.S.A. 52:14-34.4 et seq., the Department of Labor and Workforce Development (hereinafter “the Department” or “NJDOLWD”) regularly publishes on its website all notices of fund availability pertaining to federal or state contract funds, which may be awarded by the Department. The notices of fund availability may be found on the Department’s website under the heading “Research & Information” and the subheading “Grant Opportunities” - <https://www.nj.gov/labor/research-info/contracts.shtml>.

## **A. NAME OF CONTRACT PROGRAM**

Pre-Employment Transition Services - Paid Work-Based Learning Experiences

## **B. PURPOSE FOR WHICH THE FUNDS WILL BE USED**

The New Jersey Department of Labor and Workforce Development (NJDOLWD), Division of Vocational Rehabilitation Services (hereinafter DVRS) promotes the potential of meaningful work experience programs. The purpose of this contract’s services is to provide Paid Work-Based Learning Experiences (WBLE) beginning **October 1, 2026, and concluding no later than September 30, 2027**, under the DVRS matrix of Pre-Employment Transition Services (Pre-ETS). The services will enable Students with Disabilities (SWD) 16 to 21 years of age to experience work in competitive integrated employment for 150 hours. The period of performance for this contract will be one (1) year, with annual renewal option periods available through September 30, 2029. Renewal is at the sole discretion of DVRS and is contingent upon: (1) the Contractor’s satisfactory performance, defined as meeting a minimum of seventy percent (70%) of all contractual deliverables for the period of performance; and (2) the continued availability of Federal funds. Contractors that meet these requirements will be eligible for consideration for renewal in subsequent option years.

The WBLE component requires a minimum commitment of eight (8) hours per week, with participating SWD compensated at no less than the prevailing New Jersey minimum wage. The pre-week and post-week sessions will be delivered for approximately three (3) to five (5) hours per week. See link on NJ Child Labor Laws: [Young Workers \(nj.gov\)](https://www.nj.gov/labor/young-workers/).

SWD participation in this WBLE may impact on SWD benefits, if applicable. Benefits Counseling must take place during the pre-week sessions prior to the start of the paid WBLE. If Benefits Counseling is needed, this will be delivered by the fee-for-service model and initiated by the DVRS Counselor. See link on Substantial Gainful Activity: [Substantial Gainful Activity \(ssa.gov\)](https://www.ssa.gov/)

Providers will be required to serve up to 80 SWD during the FY 2027 contract year period. Each participating SWD will complete three (3) pre-weeks of services, including Job Exploration Counseling, Workplace Readiness Training, Instruction in Self-Advocacy, and Counseling on Enrollment in Post-Secondary Education. This will be followed by a 150-hour paid WBLE aligned with each SWD identified vocational interests and career pathway goals. These activities are designed to build foundational skills, reinforce appropriate workplace behaviors, and assist SWD in identifying viable career options or confirming areas they wish to explore further.

Upon successful completion of the WBLE, SWD will participate in three (3) post-weeks of the same Pre-ETS activities. During the post-weeks service period, the provider and DVRS will evaluate whether the SWD requires additional Pre-ETS.

In addition to direct service delivery, providers will be expected to increase awareness of Pre-ETS, expand outreach initiatives, and strengthen collaboration and communication among DVRS, school districts, SWD, families, workforce development partners, and other key stakeholders. Providers will also ensure compliance with all applicable federal and state regulations, including requirements outlined under Code of Federal Regulations (CFR) Title 34 CFR §361 and all applicable New Jersey Child Labor Laws. Contract funds will support up to three (3) full-time Skills Trainers and one (1) full-time Work Based Learning Coordinator. The anticipated roles and responsibilities are outlined below:

**Providers:**

- Ensure compliance with all contractual terms, conditions, and reporting requirements
- Ensure the appropriate and allowable use of federal and state funds
- Deliver all proposed program activities, deliverables, and measurable outcomes
- Maintain equitable, accessible, and ethical service delivery practices

**Skills Trainers:**

- Provide Job Exploration Counseling
- Conduct Workplace Readiness Training
- Provide Instruction in Self-Advocacy
- Provide Counseling on Enrollment in Post-Secondary Education or Training Programs
- Deliver on-site skills training and SWD support services

**Work Based Learning Coordinator:**

- Develop and maintain relationships with local employers and workforce partners
- Identify and secure WBLE placements aligned with SWD vocational interests and career goals
- Cultivate long-term employer partnerships to support future contract years and sustainable placement opportunities

In addition to staffing costs, contract funds may be utilized to support SWD wages during the WBLE component. Participating SWD shall be compensated directly by the provider through established payroll systems and receiving payroll checks on a biweekly basis. Providers will maintain all business, payroll, personnel, and SWD records in accordance with applicable state and federal retention requirements. Providers are also responsible for ensuring compliance with all applicable New Jersey Child Labor Laws and wage and hour requirements. See link on Wage and Hour Compliance: [Wage and Hour Compliance \(nj.gov\)](https://www.nj.gov/education/employment/wage-and-hour-compliance/).

Skills Trainers are experienced employment and training instructors who provide specialized instruction in the five core Pre-ETS areas. Skills Trainers must hold a minimum of an associate's degree in a human service-related field, or a high school diploma/equivalency with at least two (2) years of direct service experience in the education or employment field supporting SWD.

All staff involved in the provision of Pre-ETS must have experience utilizing nontraditional community services and resources to engage SWD in career exploration and employment. This includes working with SWD from diverse populations such as cross-disability groups, English language learners, multicultural communities, mental health or substance use disorders, and involvement in the juvenile justice system. **All staff involved in the direct delivery of SWD services are required to attend DVRS All Things Pre-ETS Training prior to providing services.**

The Skills Trainer supports SWD in developing the foundational employment skills needed to pursue competitive integrated employment aligned with their abilities, needs, and interests. Skills Trainers do not provide one-to-one support while SWD is participating in Pre-ETS. SWD must be determined eligible for DVRS with an Individualized Plan for Employment (IPE) before participating in Paid WBLE. Intensive support, transportation assistance, and uniforms/clothing must be included in the SWD's IPE as these services are funded through this contract.

Each awarded agency must demonstrate the capacity to provide a paid WBLE up to **80 SWD per year**, serving a total of up to **240 SWD over the three-year contract period** if renewed for two (2) additional years. DVRS will not routinely authorize second internship opportunities. If a SWD internship is disrupted due to circumstances beyond their control, the provider may submit a formal request written on letterhead to the Contract Manager and Executive Leadership for review and consideration. Because each SWD carries a per SWD cost allocation, authorizing a second full internship of an additional 150 hours would result in duplicative use of funds.

### **C. AVAILABLE FUNDING**

Funding for this initiative has been made available by the DVRS under the guidelines of its federal award and in accordance with the requirements set forth under the Rehabilitation Act of 1973, as amended by Workforce Innovation and Opportunity Act (WIOA), including the reservation of Pre-ETS funds pursuant to Section 110(d) of the Rehabilitation Act of 1973 and 34 CFR §361.65.

Contract awards will be negotiated with up to 25 providers based on application scoring and the panel review process. The financial structure is as follows:

- Funding per contract will be established through a negotiated award process based on the applicant's initial funding request amount and the utilization of DVRS established base award funding of \$750,000.00. Final award determinations will remain contingent upon proposal evaluation, demonstrated organizational capacity, budget justification, and the successful completion of contract negotiations with DVRS.
- For existing or current DVRS providers, an analysis of the effective and efficient utilization of previously awarded contract funds and performance under prior initiatives will be reviewed and considered as part of the award determination process.
- History of awarded funds, including the applicant's demonstrated ability to responsibly manage, administer, and document the utilization of local, state, and federal funding resources in accordance with applicable fiscal and programmatic requirements.

- DVRS will not establish a reduced or capped award threshold exclusively for new applicants, as all applicants will be required to meet the same eligibility standards, submission requirements, fiscal accountability expectations, and supporting documentation criteria during the procurement process.
- Any newly awarded provider under this initiative shall be subject to an annual performance and compliance review at the conclusion of each fiscal year. Continued participation and contract renewal eligibility will be evaluated approximately 90 days prior to the end of the contract period, September 30, based on program performance, fiscal compliance, service delivery outcomes, and adherence to contractual requirements. New providers may remain under enhanced performance monitoring during the initial year and up to three-year implementation period.
- The amount of funding available for this program in Fiscal Year 2027 (FY27) is estimated to be \$18,750,000.00 and is contingent upon the availability of the United States Department of Education (USDOE), Rehabilitation Services Administration (RSA) funding Vocational Rehabilitation Services.
- Total projected funding over three (3) years: \$56,250,000.00.

Final amounts will be determined at the time of pre-contract revisions. Ineligible, inappropriate, or undocumented costs will be removed from the funding request. The applicant's budget must be well considered, justified, and necessary for the implantation of the program.

The \$10,000.00 yearly reserved is designated for auxiliary aids and services necessary for SWD to access and/or participate in Pre-ETS, regardless of whether they have applied and have been determined eligible for DVRS services. For example, for a SWD who is deaf, reserved funds could purchase interpreter services or video-based telecommunication products to ensure access to information and participation in activities related to job exploration counseling or other Pre-ETS.

The program budget aligns with the scope of proposed program services and demonstrates adherence to federal requirements that all expenditures are reasonable, allowable, and necessary, consistent with VRTAC-QM guidance and the Workforce Innovation and Opportunity Act (WIOA), and in accordance with 34 CFR §361.48(a). Each cost included in the budget directly supports the effective implementation of the identified Pre-ETS activities, does not duplicate or supplant services required under the Individuals with Disabilities Education Act (IDEA), and reflects prudent stewardship of DVRS Pre-ETS funding resources.

#### **D. COMPLIANCE REQUIREMENTS FOR AWARDED AGENCIES**

Eligible applicants must be organizations with the capacity to serve people with disabilities.

Eligible applicants include:

- Private or public non-profit organizations
- Independent Living Centers (ILC)

- Faith-Based Organizations (FBO)
- Community Rehabilitation Programs (CRP)

#### **NJDOLWD Compliance:**

- **Good Standing:** An awarded agency must be in good standing with NJDOLWD Division of Employer Accounts. Applicants must provide an active Business Tax Clearance Certificate required for receiving State grants, loans, incentives, and rebates. The Business Tax Clearance Certificate can be obtained from the following link: [New Jersey Division of Taxation - Business Tax Clearance Certification Required for Receiving State Grants, Incentives](#)
- **Outstanding Liabilities:** Any agency with an outstanding liability to NJDOLWD will not have its contract executed until the liability is fully resolved.

#### **Federal Compliance:**

- **SAM.gov Exclusions:** Eligible applicants must be free of exclusions on the System for Award Management ([SAM.gov](#)) to receive any federal funding.
- Unique Entity ID (UEI) must be provided as part of the application. The UEI can be obtained from the following link: [Home | SAM.gov](#)

**Note:** Non-compliance with the above requirements will result in the disqualification of the agency from contract execution and federal funding eligibility.

### **E. QUALIFICATION OF APPLICANTS**

Organizations must have a minimum of two (2) years of experience and a proven record of success in delivering Pre-ETS and/or employment services to individuals with disabilities to be considered eligible for this contract. Any previous recipients of the Pre-ETS Paid Internship Contract who failed to meet at least 70% of required deliverables will not be considered for this opportunity. Applicants must possess substantial experience in managing government contracts, including encompassing program reporting and the achievement of measurable outcomes.

#### **Key Responsibilities:**

- Coordinate all facets of the contract, including but not limited to:
  - Outreach and recruitment
  - Program services including provision and delivery
  - Project and spending plan development
  - Contract project monitoring and reporting
  - Fiscal management

#### **Expectations:**

- Demonstrate a proven track record in effectively managing government contracts.
- Ensure compliance with all reporting requirements and measurable outcomes.
- Exhibit strong coordination skills across various contract-related activities.

The awardee is required to maintain accreditation through the Commission on Accreditation of Rehabilitation Facilities (CARF) or another DVRS approved accreditation body in Transition Services. To meet this requirement, any Community Rehabilitation Program (CRP) providing Pre-ETS to DVRS consumers must apply for and/or maintain accreditation in Transition Services. An on-site survey with CARF or another DVRS approved accreditation body whose standards meet or exceed those of CARF must be scheduled and documentation submitted to the Contract Manager. This accreditation must be obtained no later than the third year of operation under this contract following DVRS approval. Accreditation letters and full reports must be submitted to the Contract Manager. Only applicants with relevant experience and a robust understanding of government contract management will be considered.

## **F. DELIVERABLES**

- Up to 80 SWD per contractual year will complete Workplace Readiness Training, Job Exploration Counseling, Instruction on Self-Advocacy, and Counseling on Enrollment in Post-Secondary Education curriculum for at least three (3) to five (5) hours per week for three (3) consecutive weeks (pre-weeks).
- Up to 80 SWD per contractual year to complete a paid WBLE, at the prevailing New Jersey minimum wage per hour at least eight (8) hours per week for a total of 150 hours.
- Up to 80 SWD per contractual year will complete Workplace Readiness Training, Job Exploration Counseling, Instruction on Self-Advocacy, and Counseling on Enrollment in Post-Secondary Education curriculum for at least three (3) to five (5) hours per week for three (3) consecutive weeks (post-weeks).

## **G. RECRUITMENT AND REFERRALS**

Applicants can recruit SWD from Local Education Agencies (LEA) and DVRS field offices for the counties in which they are approved to serve. Open communication and dialogue are required with the DVRS field offices to ensure referrals are being received. Once approved for the contract, it is a requirement for meeting to be scheduled with the field offices to discuss the WBLE. The WBLE will serve up to 80 SWD per initial and renewal year.

Pre-Employment Transition Services SWD Referral Form (English/Spanish), with parent/guardian signature (if under the age of 18) and supporting disability documentation are required when sending the referral packet to the DVRS field office. Prior to accepting and/or providing any services to the SWD, it is the responsibility of the applicant to obtain the DVRS Participant ID# for each SWD. If services are provided to a SWD and DVRS Participant ID# is not created or obtained, this may result in contract funds not being provided for the SWD. Open communication and dialogue should be consistent with the DVRS field office to obtain the Participant ID# for all SWD.

Make a Referral: [Career Services](#) | [Vocational Rehabilitation Services](#)

## **H. REPORTING**

Reporting must occur once a month, using DVRS reporting forms. This information will be used to monitor and evaluate achievement of the contract deliverables. This report will be due to the DVRS field office(s)/Counselor and copies to the Contract Manager no later than the 15<sup>th</sup> of the month detailing activities of the prior month. In addition, a monthly invoice expenditure report will be due no later than the 15<sup>th</sup> of the month detailing all expenses incurred during the prior month with supporting documentation of all expenses incurred. Awarded agencies will be paid on a prior month cost reimbursement method, after the invoice has been submitted to, reviewed, and approved by DVRS.

Significant and critical incidents or accidents must be documented in the service record and fully detailed in incident reports. Such incidents include, but are not limited to, injuries requiring medical treatment, serious behavioral events, police involvement, allegations of abuse, neglect, or exploitation, elopement, or any occurrence that jeopardizes the health, safety, or welfare of the SWD, staff, or others. The awardee will provide and submit policies and procedures related to significant and critical incidents including forms.

Upon discovery of any incident, the awardee shall immediately assess SWD safety, provide all necessary interventions, and contact emergency services (911) when required. The awardee must also provide immediate notification to the Contract Manager, the DVRS Counselor (if applicable), and the SWD family or legal guardian (if applicable).

The awardee is responsible for implementing any required service modifications without delay and for maintaining all incident reports and related documentation in accordance with case filing requirements. DVRS reserves the right to review all incident reports, request service team meetings, and take any warranted action deemed appropriate.

## **I. NON-ALLOWABLE EXPENSES:**

Funds used for purposes outside of the Notice of Contract Opportunity (NCO) or specific provisions set forth by DVRS are strictly prohibited. In addition, funds from this contract cannot be allocated for the purposes listed below:

- Expenditures which personally benefit staff of provider.
  - Expenditures for entertainment purposes.
  - Utilizing the funds to reimburse already provided services from another source.
  - Expenditures for political purposes, i.e. campaigning, advocating, propaganda, etc.
  - DVRS may require repayment for all funds used inappropriately from the contracted provider and may disallow future funding for providers that violate spending requirements.
1. Funds used for the purchase of a building are prohibited. However, applicants may include building and space rental costs dedicated to providing Pre-ETS to SWD in their proposals. Space and rental costs must be reasonable and proportionate to the services delivered to

SWD served and will be evaluated by the review committee. Occupancy can cover the time SWD are onsite; three (3) weeks prior to WBLE (pre-weeks) and three (3) weeks post WBLE (post-weeks). Report writing is not a cost covered under occupancy. Occupancy costs are no more than noted in lease agreement. Proof of occupancy cost (lease agreement) must be provided in application package.

2. Funds used to purchase food and beverages for events and/or SWD are prohibited.
3. Services designed to place SWD in long-term permanent jobs and job coaching services are not allowable under this contract. These services can only be utilized under an alternate funding source which qualifies as a traditional vocational rehabilitation service.
4. Extensions will not be approved for continued recruitment, only for SWD actively participating to complete the paid WBLE, workplace readiness training post-training weeks and post-internship survey.
5. Budget modifications for line-item changes cannot be taken from SWD salary line item.
6. Extension requests must be provided in writing on letterhead to your assigned Contract Manager no less than 60 days prior to the contract end date.

## **J. APPLICATION PROCESS**

DVRS will accept, review, approve, and manage Pre-ETS Paid WBLE contracts electronically using the NJDOLWD Contract Management System IGX. Applicants must first submit a letter of intent to apply. The letter of intent should be submitted via e-mail to [DVRSPreETS@dol.nj.gov](mailto:DVRSPreETS@dol.nj.gov) by 4:00 p.m. on Thursday, July 9, 2026 and must include:

- Applicant agency name
- Business name (if different from agency name)
- Name of person responsible for submitting application (Agency Authorized Official)
- Federal Employee Identification Number (FEIN)
- Unique Entity Identifiers (UEI)
- Names, titles, and e-mails of the mandatory technical assistance workshop attendees

To receive access to IGX, applicants must register at: <https://njdol.intelligrants.com/IGXLogin>. It is imperative that registration be submitted at the time the letter of intent is completed. The applicant will receive an e-mail message confirming the account has been validated. DVRS will then provide access to the application. After receiving the confirmation, eligible agencies will have access to complete and submit their contract application online. Technical requirements for IGX can be viewed at <https://njdol.intelligrants.com/IGXLogin>.

Applicants must agree to the terms and conditions as outlined in the Standard Assurances and Certifications and General Provisions to begin completing the application.

**The application must consist of the following components:**

| <b>Required</b>                                                                   | <b>Component</b>                                                                                                                                                                                                          |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | Applicant Information                                                                                                                                                                                                     |
|  | Project Location                                                                                                                                                                                                          |
|  | Current/Previous NJDVRs Funding                                                                                                                                                                                           |
|  | Performance Deliverables                                                                                                                                                                                                  |
|  | Statement of Need                                                                                                                                                                                                         |
|  | Organizational Commitment and Capacity                                                                                                                                                                                    |
|  | Program Narrative                                                                                                                                                                                                         |
|  | Budget Forms (Schedules A-C) <ul style="list-style-type: none"><li>• Schedule A Personnel Justification Page(s)</li></ul>                                                                                                 |
|  | Cost Summary                                                                                                                                                                                                              |
|  | Miscellaneous Attachments to be Uploaded <ul style="list-style-type: none"><li>• Lease/Rental Agreement (if applicable per Cost Guidelines)</li><li>• Tax Clearance</li><li>• Liability Insurance</li><li>• UEI</li></ul> |

**NOTE: If any of the above required components are not completed, submitted, signed, and dated, the proposal will be considered incomplete and, therefore, may not be reviewed by the selection committee.**

## **K. REQUIRED FORMS**

The forms described below must be accessed and submitted through the “Forms” menu in IGX:

### **1. Applicant Information**

Applicants must complete all the required information for the primary contact, Chief Executive Officer, agency address and phone number, Project Director and Authorized Official.

### **2. Project Location**

Applicants must enter the address of the Pre-ETS Paid WBLE site location and select the counties the proposed program will serve.

### **3. Current/Previous Funding**

Applicants funded by DVRS currently and within the last three (3) years must complete the required information.

### **4. Performance Deliverables**

Applicants must also enter their proposed enrolled SWD on this page in IGX (up to 80 SWD), which will automatically calculate the expected performance metrics in accordance with the Pre-ETS Paid WBLE Program Requirements. The number of SWD enrolled may be negotiated during pre-contract revisions.

### **5. Statement of Need (Uploaded to Required Documents)**

A statement of need clearly defines the specific problem, gap, or unmet community need the project intends to address. The statement of need must clearly identify the problem, who is affected, why the issue matters, gaps in existing services, the consequences of inaction, and data to support the proposal. Documentation must include demographics, description of target population(s), SWD data, personnel data, and research.

**Note:** The Statement of Need document should include page numbers and must not exceed five (5) pages.

### **6. Organizational Commitment and Capacity (Uploaded to Required Documents)**

Applicants should describe their organizational commitment to the program. Applicants should include their experience and success working with SWD and implementing services similar to the program services described within this NCO. Applicants should make the connection to how their capacities will support enrolling the proposed number of SWD.

Agency staff who will be directly serving the SWD of this program must meet the following requirements: a minimum of an associate's degree in a human service-related field, or a high school diploma/equivalency with at least two years of direct service experience in the education or employment field supporting SWD. All staff involved in the provision of Pre-ETS must have experience utilizing nontraditional community services and resources to engage SWD in career exploration and employment. This includes working with SWD from diverse populations such as cross-disability groups, English language learners, multicultural communities, mental health or substance use disorders, and involvement in the juvenile justice system. Provide resumes of agency staff responsible for performing activities for each service as soon as they are identified. Indicate the agency staff reporting structure by providing an organizational chart. Provide a comprehensive listing of specific activities performed by the agency staff in this title as they relate to this project.

**Note:** The Organizational Commitment and Capacity document should include page numbers and must not exceed five (5) pages.

**7. Program Narrative (Uploaded to Required Documents)**

Applicants must submit a program narrative which outlines a comprehensive plan of recruitment, activities for each service, and strategies to implement each component of the Pre-ETS Paid WBLE program and to successfully meet or exceed the performance measures including deliverables listed in section F. Successful applications will clearly address each service component in separate sections within the narrative.

Applicants should additionally address the following questions when crafting their program narrative:

- a. Include a list of recruitment sources and partners to ensure referrals are received from diverse and varied agencies.
- b. Provide an SWD pathway and service-flow from recruitment through WBLE placement. (Notate the sequence of services and potential timeframes, if applicable.)

**Note:** The Program Narrative document should include page numbers and must not exceed 15 pages.

**8. Memorandum of Understanding (MOU) and Partnership Agreement Forms (Uploaded to Required Attachments, if applicable)**

Applicants are required to develop a MOU with each school district in the counties for which they are approved and submit with their application. Applicants who plan to partner with other agencies to provide any of the services listed in Section B: Purpose of the Contract must submit a Partnership Agreement with each agency as part of their application. The roles of each partnership must also be addressed within the program narrative. Forms must be included for each recruitment and referral partner.

**9. Budget Forms (Schedules A-C)**

Following the attached Cost Guidelines, complete Budget Schedules A through C to identify personnel costs, indirect costs, and direct SWD services costs. DVRS has limited the cost categories to the following areas:

➤ **Schedule A – Personnel Costs**

This budget category includes salaries for program staff and fringe benefits. For personnel who are administrative staff only, the Indirect Cost box to the left of the position title must be checked. All personnel designated as administrative staff will

count towards the indirect cost cap, which cannot exceed 15% of the total contract funds requested.

- **Justification Page-** Each page of Schedule A has a Justification Page attached. A justification for all personnel and positions listed on Schedule A must include a designation as an administrative role (if applicable), number of work hours per week, programmatic roles and responsibilities, and relevant education and experience.

#### ➤ **Schedule B – Indirect Costs**

This budget category includes cost categories that are NOT considered direct SWD services or expenses and are further detailed in the Cost Guidelines. Each indirect cost category selected must have a clear justification or description of the selection. All costs included in Schedule B will count towards the indirect cost cap, which is 15% of the total contract funds requested.

Applicants should select from the existing cost categories and subcategories provided within the schedule's dropdown list. Line items that fall within the same cost category and subcategory should be entered as one row when possible and should identify the specific items and their cost breakdowns within the justification.

#### ➤ **Schedule C – Direct Services**

This budget category includes cost categories that are considered to directly benefit program SWD and are further detailed in the Cost Guidelines. Each direct service cost category selected must have a clear justification or description of the selection.

Applicants should select from the existing cost categories and subcategories provided within the schedule's dropdown list. Line items that fall within the same cost category and subcategory should be entered as one row when possible and should identify the specific items and their cost breakdowns within the justification.

**Note:** In accordance with the VR cost principles outlined in the Code of Federal Regulations, which stipulate that all expenses must be necessary, reasonable, and allocable to the program (2 C.F.R. § 200.403, 200.404, and 200.405), DVRS has established an administrative fee of 10% that will be deducted from the total contract award. This fee is used to effectively cover the costs associated with managing the contract.

## **10. Cost Summary**

Once all budget schedule costs have been entered into their respective schedules, the information will be carried to the Cost Summary page.

## 11. Other Required Documents

The below attachments must be uploaded:

- **Tax Clearance Certificate**
- **Liability Insurance**
- **Unique Entity Identifier (UEI)**
- **Lease/Rental Agreement (If applicable per Cost Guidelines)**
- **Memorandum of Understanding (MOU) and Partnership Agreement Forms**

## 12. Miscellaneous Documents

In this section, upload any additional information or documents that will support the contract application, are agency required, or special circumstances.

## L. EVALUATION CRITERIA

All applications will be evaluated by a committee for selection on the basis of ***quality, comprehensiveness, completeness, accuracy, and appropriateness*** of response to the NCO, and will use the standard evaluation criteria listed below:

| <b>Criteria</b>                                                                                                                                                                                                                                                                                                                 | <b>Total Points (100)</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Demonstrate experience (at least 2 years) and proven track record as a provider of Pre-ETS to SWD.                                                                                                                                                                                                                              | 5                         |
| Statement of Need: <ul style="list-style-type: none"><li>• Gaps in the current practices and systems serving SWD are clearly identified.</li><li>• Documentation and data substantiate the identified gaps.</li></ul>                                                                                                           | 10                        |
| States an understanding of the SWD population. Identifies counties and school districts that will partner.                                                                                                                                                                                                                      | 10                        |
| Organizational Commitment and Capacity: <ul style="list-style-type: none"><li>• The applicant's commitment to the project is well-documented and possesses the organizational capacity, including necessary resources and relevant experience working with SWD, to support successful implementation of this program.</li></ul> | 10                        |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| <p>Program Narrative:</p> <ul style="list-style-type: none"> <li>• The program narrative is comprehensive and reasonable, addresses the identified needs and will contribute to the achievement of the intended benefits of the contract program.</li> <li>• The processes for recruitment is clear and well planned.</li> <li>• Recruitment plan includes various referral sources.</li> <li>• The program services are clearly addressed in separate sections and are in accordance with the Pre-ETS Paid WBLE program requirements.</li> <li>• The SWD pathway and service-flow from recruitment through WBLE placement is clearly laid out and the sequencing is easy to follow.</li> </ul> | 25 |
| <p>Planned Partnerships:</p> <ul style="list-style-type: none"> <li>• Includes agreements with partners relevant to program implementation.</li> <li>• Partnerships have clearly defined roles.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 10 |
| <p>Budget Details and Budget Narrative:</p> <ul style="list-style-type: none"> <li>• The expenditures are proportionate to the program's objectives, clearly tied to deliverables, and justified as essential to achieving compliant and meaningful outcomes for SWD.</li> <li>• Follow the instructions under non-allowable expenses.</li> <li>• Budget narrative and line-item costs are clearly explained.</li> <li>• Budget allocations for special accommodations, staff, and administrative expenses are within the ranges specified in the NCO.</li> <li>• Costs identified in budget appear to be reasonable, allowable, and necessary.</li> </ul>                                      | 30 |

**NOTE: If the required documents are not submitted, signed and dated, the application will be considered incomplete and, therefore, may not be reviewed by the selection committee.**

#### **M. MANDATORY TECHNICAL ASSISTANCE**

DVRS will provide a virtual technical assistance workshop on Monday, July 13, 2026, from 2:00 p.m. to 3:30 p.m. and Thursday, July 16, 2026, from 11:00 a.m. to 12:30 p.m. via Microsoft Teams. Invites will be sent to the emails provided in the applicant's letter of intent. **Attendance is mandatory for applicants to be considered eligible to apply.** Applicants planning to attend the workshop must submit letters of intent, as described in section J, to [DVRSPreETS@dol.nj.gov](mailto:DVRSPreETS@dol.nj.gov) by 4:00 p.m. Thursday, July 9, 2026.

## **N. APPLICATION SUBMITTAL PROCESS**

Applications must be received by DVRS via IGX by **4:00 p.m. Tuesday, July 21, 2026**. DVRS will not accept any application received after the submittal deadline. Responsibility for timely submission is the sole responsibility of the applicant.

All inquiries regarding the application process should be directed to the DVRS Central Office Programs Unit via email to [DVRSPreETS@dol.nj.gov](mailto:DVRSPreETS@dol.nj.gov).

## **O. AWARD PROCESS**

All applications are subject to panel review, pre-contract revisions, and approval by the NJ DOLWD Commissioner. Final amounts will be determined at the time of pre-contract revisions and are subject to the availability of funds.

DVRS reserves the right to reject any and all applications when circumstances indicate that doing so is in the Division's best interest. For the purposes of this determination, DVRS's best interests include, but are not limited to: risks associated with loss of funding; an applicant's inability to demonstrate the capacity to deliver adequate or compliant services; or any indication of misrepresentation of information submitted under the NCO.

**Letter of Intent  
(On Agency Letterhead)**

TO: Department of Labor and Workforce Development Division of Vocational Rehabilitation Services

RE: FY27 Pre-Employment Transition Services Paid WBLE

Please accept this letter as notice of my intention to apply for the New Jersey Department of Labor and Workforce Development, Division of Vocational Rehabilitation Services, fiscal year 2027 Pre-ETS Paid WBLE contract. I have read and understand the FY27 Pre-ETS Paid WBLE Notice of Contract Opportunity and am aware of my responsibilities as the Authorized Official. **I am aware this contract is for a period of one (1) year and that the total amount of funds requested refresh at the same amount each year due to a renewable option for successful applicants through September 30, 2029. Any unused funds for a contracted year will be returned to NJDOLWD.**

(Agency's Name) proposes to provide Pre-Employment Transition Services in Workplace Readiness Training, Job Exploration Counseling, Instruction on Self-Advocacy, Counseling on Enrollment in Post-Secondary Education, Work Based Learning Experiences, and related services as outlined in the Notice of Contract Opportunity.

- Legal business name:
- Federal Employee Identification Number (FEIN):
- Unique Entity Identifier (UEI):
- NJ business address:
- County of NJ business:
- Business website address:
- Name of Authorized Official:
- Title of Authorized Official:
- Direct phone number and email address of Authorized Official:
- Main point of contract for the Pre-ETS Paid WBLE application:
- Direct phone number and email address of main point of contact:

\_\_\_\_\_  
**Signature of Authorized Official**

\_\_\_\_\_  
**Date**

Email this completed form as an attachment to: [DVRSPreETS@dol.nj.gov](mailto:DVRSPreETS@dol.nj.gov)