

# **Notice of Contract Opportunity (NCO)**



## **STATE OF NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT**

**Adult Paid Internship**

**Notice of Contract Opportunity**

**Fiscal Year 2026  
(October 1, 2025 – September 30, 2026)**

**Announcement Date:** September 15, 2025

**Technical Assistance Workshop Date:** September 17, 2025

**Application Due Date:** September 22, 2025

**Robert Asaro-Angelo  
Commissioner**

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**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 LWD”) regularly publishes on its website at <https://nj.gov/labor/> 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 “News & Updates” and the subheading “Contract Notices.”

## **A. Name of Contract program**

The Adult Paid Internships program is designed to offer consumers the opportunity to participate in Paid Internship. NJDVRs is seeking providers who will serve as the “Employer of Record” for the consumers participating in the internship. It is expected that the “Employer of Record” will provide brief “onboarding” at the start of the internship, provide payroll services while the consumer participated in the internship, and attend a staffing meeting upon conclusion of the internship. The expected outcome of this program is to increase internship opportunities for our consumers who are seeking competitive integrated employment.

## **B. Purpose of the Contract**

The New Jersey Department of Labor and Workforce Development (NJDOLE), Division of Vocational Rehabilitation Services (DVRs) understands the benefit of meaningful work experience programs. Internships offer a variety of benefits for both students and early-career professionals. Here are some of the key advantages:

1. **Real-World Experience:** Internships provide hands-on experience in a professional setting, allowing individuals to apply their academic knowledge to real-world situations.
2. **Skill Development:** Interns have the opportunity to develop and refine skills that are relevant to their chosen field, such as communication, teamwork, problem-solving, and technical abilities.
3. **Industry Insight:** Working as an intern can offer valuable insights into the industry and help individuals understand the day-to-day operations of companies within their field of interest.
4. **Networking Opportunities:** Internships allow individuals to connect with professionals and peers, building a network that can be beneficial for future career opportunities.
5. **Career Exploration:** Internships provide a chance to explore different career paths and industries, helping individuals make informed decisions about their career direction.
6. **Increased Employability:** Having internship experience on a resume can make candidates more attractive to potential employers, as it demonstrates practical experience and commitment to their career path.
7. **Potential Job Offers:** Many organizations use internships as a way to identify and train potential future employees, sometimes resulting in job offers upon completion of the internship.
8. **Mentorship Opportunities:** Interns often work closely with experienced professionals who can provide guidance, advice, and mentorship.
9. **Academic Credit:** Some internships can be used to earn academic credit, helping students fulfill degree requirements while gaining practical experience.
10. **Confidence Building:** Successfully completing an internship can boost confidence by demonstrating the ability to thrive in a professional environment.

Overall, internships are a valuable tool for gaining experience, enhancing skills, and paving the

way for a successful career.

The purpose of this contract program is to provide Paid Internships beginning October 1, 2025, and will conclude no later than September 30, 2026, to individuals with disabilities ages 18 and over who are:

- Officially separated or graduated from secondary education program
- Eligible for DVRS
- Considered “Work Ready” by DVRS assessment and/or by DVRS counselor
- Have completed SSA Benefits Counseling (for SSA Benefits Recipients)
- Seeking competitive integrated employment

The objective of this program is to provide DVRS consumers with opportunities to gain real work experience, develop the skills needed to be successful in their chosen field, gain industry insight, develop networking opportunities, increase employability, gain mentorship opportunities, and build confidence by demonstrating their ability to thrive in a professional environment.

Through this contract, NJDVRS is seeking providers who will serve as the “Employer of Record” for the consumers participating in the internship. It is expected that the “Employer of Record” will provide brief “onboarding” at the start of the internship as well as attend a staffing meeting upon conclusion of the internship. Other responsibilities of the Employer of Record include the following:

- Distribute funds to the DVR Consumer/Employee in accordance with the payroll schedule
- Maintain Worker’s Compensation Insurance for the DVR Consumer/Employee
- Withhold all applicable taxes and deposit all taxes withheld to the appropriate taxing authority
- Resolve paycheck issues that may arise with the DVR Consumer/Employee
- Assist with any background checks if needed by the employer/ internship provider

The paid internships will be at least 10 hours per week and up to \$25.66 per hour based on prevailing wage for occupation.

**Re: Consumers receiving Social Security Administration (SSA) Benefits:** SSA benefits may be impacted by a consumer’s participation in this internship. For consumers currently receiving SSA benefits, SSA Benefits Counseling should take place prior to starting the Adult Paid Internship.

Contract funds are to be used to support payment by the provider to the consumer through issue of a bi-weekly payroll check.

The NJDVRS Business Outreach Team will procure the internship sites for the consumers referred to the program.

### **C. Available Funding**

This project is 100% financed by funds received from the US Department of Education (USDOE), Rehabilitation Services Administration (RSA). The total amount of funding available for this program is \$275,864 with no more than \$137,932 per contract and is contingent upon the

availability of funding. The contract is expected to be for a 1-year period and is estimated to begin on October 1, 2025, and end on September 30, 2026. This contract is renewable for successful applicants through 10/1/30 and contingent upon the availability of Federal funding. Any unused funds for a contracted year will be returned to NJDOL.

The financial structure is as follows:

- Proposed funding per contract year: \$137,932
- 20 interns per provider, paid up to \$25.66 per hour based on prevailing wage for occupation up to a maximum total of 200 hours per internship: \$102,640
- A 30% markup on intern hourly wage (fringe and operating costs): \$30,792
- Employer of record to be compensated with \$125 Set-Up Fee per intern: \$2,500
- Other on-boarding costs (i.e. background checks): \$2,000
- Total annual program funding: \$275,864 (2 providers x \$137,932)

#### **D. Eligible Applicants**

Eligible applicants must demonstrate their experience serving individuals with disabilities and with the onboarding and employment verification processes. Eligible applicants include:

- Public or private nonprofit agencies
- Faith-based or Community-based organizations
- Employer/Businesses
- Community Rehabilitation Programs (CRPs)

Organizations currently receiving funds as part of an existing Innovation and Expansion contract with DVRS are eligible to apply.

Applicants must have the capacity to operate this program for the full duration of the five-year cycle and must be in good standing with NJDOL's Division of Employer Accounts. Any organization that has an outstanding liability to NJDOL will not be able to have its contract executed by DVRS until the liability is resolved.

#### **E. Targeted Populations**

Applications must target individuals 18 years of age and older who meet the following criteria:

- Officially separated or graduated from secondary education program
- Has applied and been determined eligible for DVRS Services
- Determined "Work Ready" by DVRS assessment and/or evaluation
- Has completed Social Security Administration (SSA) Benefits Counseling with an approved DVRS Benefits Counseling Provider (for SSA Benefits Recipients)
- Seeking Competitive Integrated Employment (CIE)

#### **F. Requirements to Apply**

Organizations that have at least two years' experience serving individuals with disabilities with onboarding and employment verification processes are eligible to apply.

Responsibilities of the Employer of Record include the following:

- Distribute funds to the DVRS Consumer/Employee in accordance with the payroll schedule

- Maintain Worker's Compensation Insurance for the DVRS Consumer/Employee
- Withhold all applicable taxes and deposit all taxes withheld to the appropriate taxing authority
- Resolve paycheck issues that may arise with the DVRS Consumer/Employee
- Assist with any background checks if needed by the employer/ internship provider

Applicants must also have experience managing a government contract which includes program and fiscal reporting. Applicants will be expected to provide swift onboarding services as applicable along with any required background checks on a timely basis to expedite internship placement with employer on a timely basis.

Swift engagement will increase optimization of placement and ensure employer satisfaction.

Performance measures for successful providers will include:

- Maximum of 20 interns per year complete "onboarding", i.e., I-9 verification, W-4 completion, timesheet awareness
- Maximum of 20 interns per year will complete paid internships compensated up to a maximum of \$25.66 per hour based on the prevailing for the occupation. The intern will work a minimum of 10 hours up to a maximum total of 200 hours
- Maximum of 20 interns per year complete post-internship staffing of employer of record staff, DVRS staff, intern, and employer





**Note:**





- Employer of record to be compensated 30% markup (fringe and operating costs) on intern hourly wage
- Grantees must submit monthly fiscal reports and will be paid on a monthly reimbursement method, after the financial report has been submitted to and approved by DVRS.
- The process for reporting will be provided to the grantee upon awarding of funds.
- The Unique Entity Identifier (UEI) and NJ Treasury Tax Clearance Certificate must also be included at the time of submittal. See links below for more information.
  - UEI: <https://sam.gov/content/home>
  - NJ Tax Clearance Certificate: <https://www.state.nj.us/treasury/taxation/busasst.shtml>

## G. Application Process

Beginning with FY26, NJDVRS will accept, review, approve and manage Adult Paid Internship contracts.

To ensure consistency and fairness of evaluation, the NJDOL requires that each applicant seeking funding under this contract program submits an application that includes, at a minimum, the components listed below:

Required	Component
	Application Title Page
	Current/Previous NJDVRS Funding
	Performance Deliverables
	Organizational Commitment and Capacity

	Program Narrative
	Budget Forms (Schedules A-C)
	Budget Narrative
	Miscellaneous Attachments <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>

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

**1. Applicant Information**

Applicants must complete all the required information for the primary contact, chief executive officer, application organization, project director and Authorized Official.

**2. Current/Previous Funding**

Applicants funded by NJDVRs currently and within the last three years must complete the required information.

**3. Performance Deliverables**

Applicants must report their proposed enrollment numbers (a minimum of 20 enrollments is required), which will determine the expected performance metrics in accordance with the Adult Paid Internship Program Requirements. The enrollment number may be negotiated during pre-contract revisions.

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

Applicants should describe the extent of their organizational commitment to the program. The applicant should include their experience(s) and successes working with the targeted population 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 participants.

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

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

Applicants must submit a program narrative which outlines a comprehensive plan of recruitment, activities, services, and strategies to implement each component of the Adult Paid Internship program and to successfully meet the performance measures listed in section F. Successful applications will clearly address each service component in separate sections within the narrative. In addition, applicants must demonstrate their experience serving individuals with disabilities and with the onboarding and

employment verification processes.

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

## 6. **Budget Forms (Schedules A-C)**

Following the attached Cost Guidelines, complete Budget Schedules A through C to identify personnel costs, indirect costs and direct student 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, you must check the administrative box to the left of the position title. All personnel designated as administrative staff will count towards your indirect cost cap, which cannot exceed 15% of your total contract funds requested.

### ➤ Schedule B – Indirect Costs

This budget category includes cost categories that are NOT considered direct participant 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 on Schedule B will count towards your indirect cost cap, which is 15% of your 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 participants 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), NJ DVRS has established an administrative fee of 10% that will be deducted from your total contract award. This fee is intended to effectively cover the costs associated with managing the contract.

7. **Budget Narrative**

Applicants are required to submit a written narrative for costs identified in the budget. The written narrative should describe in detail how the line-item costs were developed.

8. **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)**

9. **Miscellaneous Documents**

In this section, you can upload any additional information or documents that will support your contract application or are required by your organization or special circumstances.

Applicants must follow the following format requirements:

- Font – Times New Roman, 12 point
- Spacing – Double spaced
- Margins – 1” top and bottom and 1” side margins
- Pages must be numbered – 1 of X pages, centered at the bottom of the page
- Charts and graphs are allowed but must be clearly labeled and described
- Applicant/organization’s name must be listed on each page

**H. 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 NGO, and will use the standard evaluation criteria listed below:

Criteria	Total Points (100)
Demonstrates experience (at least 2 years) and proven track record serving individuals with disabilities with onboarding and employment verification processes.	20

States an understanding of the population they will serve.	20
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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.</li> </ul>	20
Program Narrative: <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 program services are clearly addressed in separate sections and are in accordance with program requirements.</li> </ul>	20
Planned Partnerships: <ul style="list-style-type: none"> <li>Partnerships have clearly defined roles.</li> </ul>	10
Budget Details and Budget Narrative: <ul style="list-style-type: none"> <li>The project budget adheres to the described program services, and the proposed expenditures are reasonably necessary for their effective implementation.</li> </ul>	10

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

## I. Mandatory Technical Assistance

DVRS will provide a virtual information session / technical assistance workshop on ***Wednesday, September 17, 2025 at 3pm*** via Microsoft TEAMS. Please click on The Teams link below to access the session.

Please e-mail questions you would like addressed to [NJDVRSBOT@dol.nj.gov](mailto:NJDVRSBOT@dol.nj.gov) by September 16, 2025.

If accommodations are needed, contact [NJDVRSBOT@dol.nj.gov](mailto:NJDVRSBOT@dol.nj.gov) as soon as possible.

**Microsoft Teams** [Need help?](#)

## **Join the meeting now**

Meeting ID: 292 738 725 326 8

Passcode: cz78KV9A

### **Dial in by phone**

[+1 856-338-7074](tel:+18563387074), [172477411#](tel:+18563387074) United States, Camden

[Find a local number](#)

Phone conference ID: 172 477 411#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

## **J. Application Submittal Process**

NJDOL must receive a completed application emailed no later than 3:00 p.m. on September 22, 2025, to [NJDVRSBOT@dol.nj.gov](mailto:NJDVRSBOT@dol.nj.gov). NJDOL will not accept and cannot evaluate for funding consideration an incomplete application, or one received after this deadline. Responsibility for timely submission is the sole responsibility of the applicant.

All inquiries regarding the application process should be directed to the DVRS Business Outreach Team via email to [NJDVRSBOT@dol.nj.gov](mailto:NJDVRSBOT@dol.nj.gov).

## **K. Award Process**

All applications are subject to panel review, pre-contract revisions, and approval by the NJDOL 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 it is in its best interest to do so. DVRS's best interests in this context include, but are not limited to, loss of funding; the inability of the applicant to provide adequate services and indication of misrepresentation of information.