

**INSTRUCTIONS
REQUEST FOR PROPOSALS FOR
TEMPORARY STAFFING PAYROLL SUPPORT SERVICES**

Workforce Alliance, Inc. (Workforce Alliance) is accepting proposals for the purpose of administering payroll support for participant temporary workers selected for Workforce Alliance's Summer Youth Program (internships). All costs must be included in the proposal

ALLIANCE MAY REJECT ALL PROPOSALS IN WHOLE OR IN PART IN ITS SOLE DISCRETION FOR ANY REASON AND IS NOT OBLIGATED TO AWARD ANY ONE OR MORE CONTRACTS PURSUANT TO THIS RFP OR TO ISSUE A NEW RFP IF NO CONTRACT IS AWARDED UNDER THIS RFP.

ALLIANCE WEBSITE INFORMATION

The RFP required Exhibit A Proposal Cover Page and Exhibit B Certification forms are to be downloaded from the Alliance website at www.pbcalliance.com and be fully completed by the Proposer and submitted as part of the proposal.

Alliance will use its website at www.pbcalliance.com as the only source of communication between Alliance and potential Proposers. Beginning at the time the RFP is released interested Proposers can download a copy of the RFP from the Alliance website. A RFP question and answer page will be established on the website at the same place as the RFP and will be updated as needed. It is the Proposer's responsibility to check the Alliance website frequently to stay informed and up-to-date throughout the RFP process. Proposers who have a question regarding the RFP are to e-mail their question to Alliance at payrollstaffingservices@pbcalliance.com.

Beginning with the release of the RFP, Proposers may submit questions in writing to Alliance at payrollstaffingservices@pbcalliance.com. Answers will not be provided verbally or via reply e-mail, but rather will be posted on Alliance website (www.pbcalliance.com) for the benefit of all Proposers at the same place the RFP is posted.

PROPOSAL SOLICITATION AND ACCEPTANCE

After the published deadline for receipt of proposals, all proposals become public information and are available for inspection to any interested party. Duplication requests of any part or of an entire proposal submitted will be subject to the appropriate fees established by Alliance. No changes, modifications, or additions can be made to a proposal after the submission deadline unless required by Alliance of all Proposers. Alliance reserves the right in its sole discretion to waive any minor technical irregularity of any proposal submitted.

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WITHDRAWALS

Proposers who wish to withdraw a proposal that has been submitted to Alliance may do so by submitting a signed and written request to withdraw the proposal. A request to withdraw a proposal shall be sent to the attention of Alliance CEO/President at 315 South Dixie Highway, Suite 102, West Palm Beach, Florida 33401.

Alliance will not return proposals, binders or exhibits. All proposals become the property of Alliance and will be a matter of public record subject to the provisions Section 165, WIA and of Chapter 119, Florida Statutes.

Contracts awarded as a result of this RFP are subject to the American Recovery And Reinvestment Act of 2009, and subsequent amendments, and other applicable State and Federal statutes and laws and other funding sources as applicable. In the event that, following issuance of this Request For Proposal, additional funds become available for this procurement in excess of that announced or if not announced expected to become available, Alliance shall have the right to negotiate and contract with the successful proposer(s) for additional services without the need for an additional Request for Proposal.

COMPLIANCE & EX PARTE COMMUNICATION

It is the Proposer's responsibility to make sure that all the required elements and Exhibit Forms are included and in the proper format of their proposal. Proposals that do not include the required elements and Exhibit forms or are not in the proper format will be automatically disqualified from consideration.

It is the policy of Alliance to prohibit ex parte communication regarding this RFP between a potential and/or current contractor and any Alliance Board member, Alliance Committee member, Alliance staff and any other person serving as an evaluator during the RFP process. No Proposer shall discuss any proposal with an Alliance or Palm Beach Workforce Development Consortium (Consortium) staff member or evaluator or Alliance Board, Alliance Committee or Consortium member. Alliance reserves the right to reject the proposal of any Proposer who fails to comply with this provision. Proposers/Contractors directly contacting or communicating with Alliance Board members, Committee members, Staff or evaluators shall have their Proposal eliminated from consideration. Any written communication to staff (with the exception of the questions and answers described in this RFP), a board member or evaluator from a potential and/or existing contractor shall not be distributed.

PROPOSAL FORMAT

Proposals shall be submitted as follows:

1. Electronically submitted proposals shall not be accepted by Alliance including, but not limited to, faxed or e-mailed copies of a proposal.

2. One original of the proposal marked "Original Temporary Staffing Payroll Support Services RFP" and six copies of the proposal marked "Copy Temporary Staffing Payroll Support Service RFP." Each copy of the proposal shall be marked in sequential order 1 of 6, 2 of 6, 3 of 6, 4 of 6, 5 of 6, 6 of 6.
3. The original and each copy of the proposal are to be placed in a separate 3 ring binder and assembled in the following order:
 - No Tab: Exhibit A Proposal Cover Page (form provided by Alliance and placed as first page of proposal). This form is to be completed by the Proposer and placed as the first page of your proposal.
 - Tab 1: Exhibit B Certification Forms (forms provided by Alliance) to be completed by the Proposer.
 - Tab 2: Scope of Work. Limited to 10 pages total.
 - Tab 3: Attachments:
Copy of the last three years' audited annual financial statements. If the proposer is in operation for less than three years, provide a statement stating the number of years the proposer has been in operation and include the most recent audited annual financial statement(s). If none has been completed, provide a copy of the most recent internally prepared financial statement and current budget.
4. The proposal shall be typed or computer written in 12 point Arial or Times New Roman type with 1 inch margins on the top, bottom, left and right side of the paper, with single spacing and printed on only one side of each page.
5. Do not staple pages of the proposal.
6. Each proposal shall also include an electronic storage device (CD or thumb drive) containing the proposal exhibits and narrative and placed inside the envelope containing the ORIGINAL hard copy of the proposal.

* TIMELINE

Alliance has established the following timeline for this RFP:

RFP Released	4/23/09
Final Date To Submit Questions To Alliance Regarding The RFP	5/5/09
Final Questions And Answers Posted On Alliance Website	5/7/09
Proposals Due At 5:00 P.M. Send Or Deliver One Original And Six Hard Copies And One Copy On A CD Or Thumb Drive To: Workforce Alliance, Inc., ATTN: Contracts Unit 315 South Dixie Highway, Suite 102, West Palm Beach, FL 33401	5/11/09
Alliance Staff Technical Review Of Proposals	5/12/09
RFP Committee Proposal Review & Contract Award Recommendation	5/13-5/15
Staff Recommendation(s) Forwarded To Alliance Chair's Oversight Committee of the Board of Directors For Review And Possible Approval.	Date TBD
Program/Contract Start Date	6/1/09

*** DISCLAIMER:**

The above Timeline is a best effort attempt to outline the dates involved in this RFP. Alliance may delay scheduled dates if it is to the advantage of Alliance to do so. Alliance will notify Proposers of all changes in the timetable via posting on Alliance website at www.pbcalliance.com, at the same location the RFP is posted. Dates may be adjusted by Alliance, particularly if a protest is filed and processed. Alliance reserves the right to reject any or all proposals.

ALLIANCE MAY REJECT ALL PROPOSALS IN WHOLE OR IN PART IN ITS SOLE DISCRETION FOR ANY REASON AND IS NOT OBLIGATED TO AWARD ANY ONE OR MORE CONTRACTS PURSUANT TO THIS RFP OR TO ISSUE A NEW RFP IF NO CONTRACT IS AWARDED UNDER THIS RFP.

In the event that, following issuance of this Request For Proposal, additional funds become available for this procurement in excess of that announced or if not announced expected to become available, Alliance shall have the right to negotiate and contract with the successful proposer(s) for additional services without the need for an additional Request for Proposal. The Alliance Board of Directors has, by formal action, delegated the determination of the award of this RFP to the Chair's Oversight Committee.

In the event a Proposer wishes to file a protest in connection with the RFP process. A protest process is available and can be found at the same location the RFP is posted.