

**SCOPE OF WORK
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). Workforce Alliance will identify participant candidates suitable for the summer internship program, determine eligibility and place selected participants in worksites throughout Palm Beach County, Florida. The selected Proposer(s) will be the employer of record and provide payroll services for the duration of the participant's internship, which is estimated to be approximately seven weeks per participant during the months of May 2009 through September 2009.

Over the next six months Workforce Alliance anticipates placing approximately 1,000 to 1,200 participants in the Summer Youth Program.

WHO CAN APPLY

- Proposers may be governmental units, public agencies, business organizations, public or private not-for-profit corporations, private for-profit corporations organized in accordance with state and federal laws, which have been in business in the United States for a minimum of two (2) years, and have provided the same or similar services to those requested under this RFP in the tri-county areas of Broward or Palm Beach or Dade County for a minimum of two (2) years at the time of submission of the proposal to be considered responsive.
- Proposers must be properly licensed by the state of Florida and Palm Beach County, Florida.
- Joint arrangements between two or more eligible Proposers must be supported with copies of recently executed Memorandums of Agreement specifying the roles, responsibilities and the resources committed by each signatory. If a joint proposal is submitted, copies of the executed Memorandum of Agreement must be included with the proposal.

PERIOD OF PERFORMANCE

Services funded under this Request For Proposals are to be provided on an as needed basis to Workforce Alliance by the Proposer(s). Workforce Alliance reserves the right to negotiate for continued services with the same Proposer up to two additional twelve month periods. Such renegotiations will occur at the sole option of Workforce Alliance. Cash advances shall not be available to a Proposer. Therefore the successful Proposer must have sufficient cash resources to "front" program expenditures and await reimbursement from Workforce Alliance, usually within one

month of an invoice submitted with proper documentation. In other words Proposer shall have funds available to cover a minimum of two months of Program expenses.

PROPOSAL REVIEW CRITERIA, SERVICE EXPECTATIONS & ADMINISTRATIVE REQUIREMENTS

I. PROPOSAL REVIEW CRITERIA

The Proposer(s) selected will be responsible for managing and implementing the program. Responsibilities include:

- Reviewing the individuals' I-9 prior to the participant beginning the internship.
- Acting as the employer of record for participants referred to work sites identified by Workforce Alliance
- Filing the appropriate state and federal forms and paying applicable taxes.
- Being responsible for and managing the payroll.
- The Proposer should have sufficient credit or resources to be paid on a reimbursement basis. Workforce Alliance will not provide funding advances.

The Workforce Alliance Summer Youth Program (internship) is open to job seekers within Palm Beach County who are 18 to 24 years of age. The program is funded by the Federal government through the American Recovery And Reinvestment Act of 2009 (ARRA) and subsequent amendments, and other applicable State and Federal statutes and laws and other funding sources as applicable. ARRA is intended to provide work experience and training to young adults in the communities of Palm Beach County.

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, Workforce 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.

Workforce Alliance may select one or more proposals as is necessary to meet the needs of Workforce Alliance.

II. SERVICE EXPECTATIONS

- A. The wage rate for program participants will be determined by Workforce Alliance. All participants will be paid approximately \$8.00 per hour, for 35 hours work per week. Any hours worked by a participant exceeding 35 in a work week will be the sole responsibility of the Proposer.
- B. The Proposer agrees that at the end of the 7 week summer youth internship, worksite management may offer continued employment to a participant with the Proposer's organization without a placement fee.

- C. Workforce Alliance will determine temporary worker eligibility to participate in the grant funded program.
- D. Workforce Alliance will identify the worksites and enter into agreements with the worksites for the summer participants.
- E. Proposer will be required to provide Workforce Alliance with a copy of the Workforce Alliance temporary jobs application, an I-9, W-4 and a copy of the company's application.
- F. Proposer will be required to comply with all applicable Federal, State and local employment laws.
- G. Proposer will be required to maintain a case file for each individual considered a participant. The files will be considered Workforce Alliance property and will have to be turned over to Workforce Alliance upon request.
- H. Proposer will be expected to monitor the funded project in accordance with contract and good management requirements including participant time and attendance records.
- I. Proposer will have to submit an invoice and temporary worker time cards to be paid. Rates quoted must be for all costs related to the project including the cost of any required background checks, drug tests and other pre-hire costs.

III. ADMINISTRATIVE REQUIREMENTS

- A. All organizations funded will be required to submit an audit if their federal expenditures are in excess of five hundred thousand dollars (\$500,000.00), a year regardless of the source. Commercial (for-profit) organizations will have the option of auditing the contracted for program or submitting an organization wide audit. This will be determined during negotiations. Other providers must submit A-133 audits. The cost of the audit will be negotiated separately from rates proposed as the requirement for the audit will not be able to be determined until after the contract award.
- B. Workforce Alliance may consider joint proposals. Proposers who are partnering with other companies or agencies must list the names of all service providers or joint providers and the amount to be spent by each partner. If the arrangement is through a subcontract, all subcontracts must be competitively procured, a copy of the procurement must be submitted with the RFP response and must be approved by Workforce Alliance as a part of this RFP review process. Documentation of the procurement should be submitted with the proposal. All subcontracted costs must be itemized in the budget so it is clear how the funds will be allocated and spent by each partner. Contracts may be written independently with each of the organizations

rather than with a lead organization at the discretion of Workforce Alliance. Proposals must indicate that they are joint submissions. Proposals not conforming to the above criteria will be deemed non-responsive.

- C. Proposers will be required to list the Workforce Alliance as an additional insured on their general liability, umbrella and fidelity bond insurance policies. All temporary workers will need to be covered by workers compensation insurance and this should be considered as a part of the fee to be charged to Workforce Alliance. Health insurance for temporary workers is not required by Workforce Alliance.

The requirement for participant temporary workers to undergo background checks and/or drug testing is a requirement of Alliance on an as needed basis as requested by Alliance and is not statutorily required. The Proposer will not be required to perform drug testing and/or a background check for a participant temporary worker unless requested by Alliance.

- D. Workforce Alliance frequently monitors and evaluates its programs. Proposer must agree to participate in evaluations and allow access to monitors who will examine books, financial transactions and records related to the funded project as well as temporary worker files. The evaluation may include customer satisfaction at various customer exit points. Proposer must also agree to provide access to its books and records.

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**A. PROPOSAL COVER PAGE
(0 Points Available)**

A. PROPOSER INFORMATION (This form is to be completed by the Proposer and placed as the first page of your proposal).

1. Proposer Legal Name: _____
2. Doing Business As: _____
3. Fed. Employer I.D. & DUNS No.: _____ / _____
4. Mailing Address: _____
5. Contact Person Name & Title: _____
6. Contact Person Telephone/Fax No.: _____ / _____
7. E-Mail: _____
8. State the number of years Proposer has been in business under the corporate/business structure submitting the response to this RFP.

_____ Years
9. State the number of years Proposer has been in the business of staffing services.

_____ Years
10. Proposer can effectively payroll and manage _____ participants at any given time.
11. Bill Rate Proposed \$ _____ Per Hour
12. **PROPOSER AFFIRMATION: Proposers' failure to agree to and sign the Proposer affirmation as presented will result in the proposal being rejected by Workforce Alliance.**

By signing below as the official representative on behalf of the Proposer named above, I certify that I have read the entire Request For Proposal (RFP). I have also read the submitted proposal and agree that the information presented is an accurate representation of the price and services to be provided to Workforce Alliance. I further certify that to the best of my knowledge the Proposer on whose behalf this proposal is submitted has not been disqualified from submitting a proposal by Workforce Alliance or any other cognizant Federal, State or local entity. I also certify that the above named Proposer is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or Agency; and is not presently indicted or has not been convicted within the past three (3) years for commission of fraud or any criminal offense in accordance with Executive Order 12549, debarment and suspension, 29 CFR Part 98, Section 98.510. All

documents submitted are originals or copies of unaltered current originals. All proposed costs for services are good for 180 days from the signature date on this proposal. All principal parties to this proposal have been named and the submitted proposal was completed without collusion with any other persons or entities submitting a proposal in response to this RFP.

AGREED TO AND SIGNED BY: _____

NAME PRINTED & TITLE: _____

DATE: _____

B. SCOPE OF WORK (Up to 50 Points Available)

I. EXPERIENCE (Up To 25 Points Available)

1. Describe Proposer's experience in meeting employers' staffing needs, providing Workforce Alliance with temporary and administrative services.
2. Describe the largest project worked on by Proposer in terms of filling employer job requests and the time frame in which the jobs needed to be filled.
3. Explain why Proposer feels they have the capacity to provide the requested services. Indicate levels of current payrolls and the number of temporary staff placed each year, the number of worksites/employers, the incidence of error in the distribution of payrolls, the ability of Proposer to monitor worksites and to assure the integrity of the payroll as it relates to actual individuals working, and other information which will assist Workforce Alliance in assessing Proposer's ability to deliver the services.

II. PERFORMANCE, FISCAL INFORMATION AND REQUIRED REPORTS (Up To 25 Points Available)

1. Describe the reports Proposer will put in place and make available on an as needed basis as requested by Alliance. Please list the elements to be included in the report.
2. It is not anticipated that there will be disallowed costs, however what funds are available to repay any disallowed costs?
3. Is Proposer combining funds or other available resources with the funds requested under this proposal?
Yes _____ No _____ If Yes Describe.
4. Proposer must provide Workforce Alliance with access to original documentation to substantiate Proposer invoices? Can Proposer provide an assurance Workforce Alliance will be given required access and can Proposer maintain worker records for five years?
5. If Proposer maintains their records out of Palm Beach County how will Workforce Alliance be provided access to the records for monitoring purposes?
6. Has Proposer ever filed a petition in bankruptcy? If yes provide explanatory information.
7. Has Proposer ever had to pay back funds to a funding source, an employer or the federal government? If yes explain.