

SAN DIEGO
WORKFORCE
PARTNERSHIP[®]

**PAYROLL & INSURANCE SERVICES THROUGH A TEMPORARY STAFFING
AGENCY RFP**

**Bidders Conference Questions & Answers
May 14, 2013**

Q1. Will CONNECT2Careers San Diego (C2C-SD) be utilizing this service?

A1. Yes.

Q2. What is the anticipated volume for potential clients?

A2. The anticipated volume of potential clients will be based on the program that is using the service. The San Diego Workforce Partnership (SDWP) would like to ensure that payroll & insurance services are available for programs that have a work experience component and future program designs cannot be anticipated.

Q3. Will SDWP be using the vendor as referrals?

A3. Yes. SDWP will refer pre-identified participants and/or pre-identified employers to the selected bidder to complete payroll paperwork/procedures. The selected bidder will not have the right to screen and/or reject participants, as they have been previously identified and screened by both SDWP as well as the third party employer in which they will be placed.

Q4. Is there an anticipated volume of clients that will be referred for the C2C-SD program?

A4. It is not possible to say at this time; however it may be as little as 0 or as many as 200 clients.

Q5. What are some examples of positions?

A5. SDWP has staff dedicated to developing jobs in the private, non-profit and public sectors. Positions will range from clerical to lab technicians, but are not limited to those examples.

Q6. Who will be conducting worksite visits?

A6. SDWP will be working with employers to identify worksites. If there is a specific protocol and/or form that you need to ensure the worksite is valid, please include in your proposal.

Q7. What does the program look like? Can you use the C2C-SD program as an example?

A7. The services being procured through this RFP will be utilized for all programs both Adult and Youth specific on an as needed basis. C2C-SD's program design is as follows:

- 1. C2C-SD staff recruits young adults and employers**
- 2. C2C-SD screens to refer qualified applicants to pre-identified employers**
- 3. Employer interviews and selects candidate(s) to hire**
- 4. C2C-SD refers participant to bidder to complete payroll paperwork and/or C2C-SD refers Employer to bidder to complete payroll paperwork**
- 5. Young adults attend industry specific skills training (as needed)**
- 6. Young adult starts work experience**
- 7. C2C-SD provides support to supervisors and interns throughout the summer**

Q8. What are the ages? It states in the RFP that the age range is 14-21.

A8. The RFP states that SDWP youth programs provide services for young adults ages 14-21. However, for all work based programs and for the purposes of this RFP the age range is 16+.

Q9. Can you give more detail about what is expected from bidder in regards to child labor laws orientation?

A9. All participants, especially minors must receive a child labor law and sexual harassment orientation. We would like to see a description of your procedures when processing a client and how you will ensure clients are informed about their rights.

Q10. Will participants be driving?

A10. Possibly, yes.

Q11. What is the conflict of interest policy for cooling off period?

A11. As stated in Section 4.5.1:

“SDWP, the San Diego Workforce Investment Board and the San Diego Consortium Policy Board shall not approve or contract with, and shall reject any bid or proposal submitted by, an individual or entity who within the preceding twelve (12) months, was themselves or employs anyone who:

1. Is a current, dismissed, separated, or formerly employed person of SDWP.
 - a. Was employed in any position(s) of substantial responsibility in the area of service to be performed by the contract; or
 - b. Participated in any way in the negotiations, transactions, planning, arrangements, or any part of the decision making process relevant to the proposed contract/service agreement, or was or is employed in a role of substantial responsibility in the same general subject area as the proposed contract; or
 - c. Is an owner, officer, principal, partner, or major shareholder of the proposed vendor.

This prohibition shall apply to any qualified person(s) leaving the employ of SDWP after September 21, 2012, and shall apply at all times during the twelve-month period beginning on the date the person left the employment of SDWP, and shall apply to any procurement issued or contract executed within that twelve-month period. The San Diego Consortium Policy Board may, upon a showing of special circumstances that would justify the approval of such a contract, waive this prohibition.”

Therefore if the respondent has a former SDWP employee payrolled within the last 12 months, it is up to the respondent to identify that there is no conflict and state clear justification as to not having violated this cooling off period. Memo should be included with the Conflict of Interest Disclosure Form – Attachment B.