

REISSUE

Subsidized Wage Management Services

RFP Respondent's Orientation



Timeline

- Issued: 10/22/19
- Respondent's orientation: 10/24/19
- Last day to submit questions: 10/25/2019 @ 5:00pm
- Proposals due: 10/28/19 @ 9:00 am
- In-person interviews: 10/29/19
- Anticipated award notification: 10/30/19
- Contract start: **11/1/19**



Overview

- Seeking a contractor to serve as the employer of record for job seekers in subsidized wage programs
- Contractor's primary responsibility will be to ensure job seekers in these programs are paid in a timely manner and ensure payroll taxes are paid on their behalf
- Workforce Partnership will reimburse directly for wages, payroll taxes, and worker's compensation insurance as well as pay management fees to the Contractor on a fee-for-service basis



Service Delivery Options

- Respondents should review the following choices and select **whichever methods will lead to the most cost-effective proposal.**

<i>Service area</i>	<i>Option 1</i>	<i>Option 2</i>	<i>Option 3</i>
Authorization of work permits	Contractor staff	SDWP staff	Both
Verification of I-9 documentation	Contractor staff	SDWP staff	Both
Payroll frequency	Weekly	Bi-weekly	Semi-monthly
Invoice frequency	Per payroll cycle	Monthly	
Payment method	Check + direct deposit	Payroll card + direct deposit	Payroll card + check + direct deposit
Timekeeping system	Contractor's	SDWP's	



Fiscal Qualifications

- Respondents must demonstrate they have the capacity to successfully pay job seekers in a timely manner
- Expect an average weekly payroll around \$11,000, with some variation between weeks
- Do not expect any advances or prepayments



Pricing Sheet

- Administrative/management fees are **not** cost-reimbursement. Contractor is responsible for setting fees that will allow for them to successfully execute the duties described in the scope of work.
- Fees can be per payroll cycle, per payroll cycle per job seeker, one time per job seeker, per invoice, per month, or one time/set up (for the entire contract)
- The green boxes (cells C3:C8) calculate a theoretical total cost to SDWP and will be used for comparing vendors. These do **not** represent the total budget for vendors in the fiscal year.



Evaluation Guide

Section	Point Value
Organizational Qualifications and Project Management	15
Fiscal Qualifications	35
Pricing Sheet	50
<i>Total Points</i>	<i>100</i>

- A plurality of the points are based on price.
- We are generally a price-sensitive agency and care deeply about fiscal stewardship. Respondents are encouraged to focus on developing a competitive price structure.



Questions

- **Is this for the program [we] are currently providing services for? We would like to respond but [are not] sure how that process worked.**
 - The timing of this procurement is carefully designed so that, should the Workforce Partnership's evaluation panel not select the incumbent vendor, there will be no service interruption for job seekers currently on our subsidized wage payroll. This is a scenario for which we must always prepare and does not imply any intent to award or not award the contract to the incumbent vendor.
 - No current agreements or POs will be terminated. All open POs and existing job seekers will continue.
 - New purchase orders for new programs/new cohorts of programs will require a response to this RFP.



Questions

- **In B. Scope of Work, item #2, when it says ‘Manage I-9 Documentation’ do you mean receive completed I-9 documents, or does that mean that we are responsible for having the job seeker complete the I-9, etc?**
 - Respondents may choose to have Workforce Partnership staff collect or to collect themselves. Respondents should make this choice given their own risk preferences with a focus on what will lead to the most cost-effective bid.



Questions

- **In B. Scope of Work, item #6, does this mean have our HR department perform these trainings as we currently do for our own employee's/participants?**
 - Respondents may choose to have their own HR staff perform the trainings, to provide Workforce Partnership staff with training materials to deliver on the respondent's behalf, or to use some other method for ensuring the trainings are conducted/completed as required by law.
 - Respondents should choose the most cost-effective approach (taking into account the respondent's own risk preferences) and should ensure administrative/management fees cover any costs for administering these services.



Questions

- **Is November 1, 2019 an absolute start date or is it possible to be either December 1, 2019 or January 1, 2020?**
 - Contract effective date will be November 1, 2019.
 - Some startup time is expected, and the successful respondent does not need to be prepared to accept our entire portfolio of job seekers on day one.
 - The first new program will start November 15, 2019 and serve approx. 40-60 clients.
 - Respondents who cannot begin services by November 15, 2019 may still bid, but should denote this clearly in section 1 of their proposal narrative and should be aware that the Workforce Partnership strongly favors proposals from respondents who can begin services as early as November 15, 2019.



Questions

- **Are there any other costs/payments to be made to the job seeker, such as reimbursement for transport or training costs?**
 - We do not currently plan to run any non-wage payments through this vendor.
 - Respondents who offer such services may choose to include this in section 1 of their proposal.



Questions

- **If we invoice twice a month (after every payroll) will we be reimbursed twice a month or once a month?**
 - Our invoice terms for service agreements are net 30.
 - Vendors will be paid for each discrete invoice (i.e., vendors who submit two invoices per month will be paid twice, within 30 days of the first invoice and within 30 days of the second invoice).



Questions

- **Is there a due date for the invoice? For instance if I'm going to invoice once a month must I have the invoice to you by a certain date such as the 8 or 10 business day of the month?**
 - Vendors are responsible for invoicing in a timely manner.
 - There is no set monthly deadline for invoices.
 - Exception: final invoice of the fiscal year, which will have a deadline set in advance by the Workforce Partnership's fiscal team and communicated within the last quarter of the fiscal year (if not sooner). Our current fiscal year ends June 2020. Generally, that due date is 10-15 business days into the following July.





workforce.org