

Subsidized Wage Management Services

RFP Respondent's Orientation



Timeline

- Issued: 10/9/19
- Respondent's orientation: 10/11/19
- Last day to submit questions: 10/15/2019 @ 5:00pm
- Proposals due: 10/18/19 @ 5:00 pm
- In-person interviews: 10/22/19
- Anticipated award notification: 10/23/19
- Contract start: **11/2/19**



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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



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Service Delivery Options

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

Service area	Option 1	Option 2	Option 3
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	



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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



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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.



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