



REQUEST FOR QUOTES WDB 2024-005

For

**Employer of Record for Workforce Solutions Center
Worksite Participants and Temporary Employees**

RFQ Issued By:

**WORKFORCE SOLUTIONS SOUTHEAST TEXAS
510 PARK STREET, SUITE 500
BEAUMONT, TEXAS 77701
(409) 719-4750**

ISSUE DATE: July 11, 2024 2:00 P.M. CST

RESPONSE DEADLINE: July 29, 2024 2:00 P.M. CST

BACKGROUND ON THE BOARD

Mary Hammon is the Executive Director of Workforce Solutions Southeast Texas (BOARD). The Southeast Texas Board was formed in accordance with Texas House Bill 1863 on September 11, 1996. The volunteer body is appointed by the Mayor of the City of Beaumont and the County Judges of Jefferson, Orange and Hardin Counties in accordance with SB 642 and HB 1863. All appointments are subject to the approval of the governor. The BOARD is composed of representative of business and industry, organized labor, community-based organizations, economic development agencies, educational agencies, the State Employment Service, Texas Department of Human Services, Texas Rehabilitation Commission and public interest groups. Representatives of the private sector constitute a majority of the Board membership. The BOARD serves as grant recipient and administrative entity for the funds received.

The BOARD is an incorporated, not-for-profit entity that is also classified as a quasi-governmental entity. The level of funding received by the BOARD from the Texas Workforce Commission in fiscal year 2024 will be approximately \$33 million. The functional responsibility of the BOARD is to provide policy guidance for and to exercise oversight with respect to the listed activities, as well as other workforce development activities in the three county area. The BOARD conducts primary program operation through three Workforce Centers located in Beaumont, Port Arthur, and Orange.

General Information

Solicitation via this RFQ will ensure that services are obtained efficiently and economically and provide for complete free and open competition in the selection of service providers.

Workforce Solutions of Southeast Texas (WSSET) is soliciting quotes to be the employer of record for Workforce Solutions Center participants enrolled in paid worksite activities as well as for temporary employees. The number of participants varies as to the program funding available. For example, there could be a summer youth employment program that could vary in size from about 50 to 200 youth on worksites that would need to be paid weekly over about a two month period. Normally, there are about 12 to 20 participants on worksites year around with the various program. Also, we have assisted with hurricane clean-up and had up to 400 people on worksites depending upon funding and need. We also may have some temporary employees at the Board level that would be paid through an employment agency.

The services being requested include:

1. Payroll administration, including onboarding of employees, payroll distribution on a weekly basis and payment of federal and state payroll taxes. Program eligibility determination is performed by the Workforce Solutions centers and referred to the employer of record to complete paperwork, drug screens and background checks on an as needed basis.
2. Provide workers compensation.

Submission of Questions and Quotes

Questions concerning the bid requirements may be emailed to: rfp@setworks.org by 2 pm on July 22, 2024. Answers will be posted on our website: www.setworks.org.

The proposal submission deadline is July 29, 2024 at 2:00 PM CST.

Method of Submission:

EMAIL to: rfp@setworks.org

Confirm receipt by phone at (409) 719-4785.

Proposals received after the deadline date and time will not be accepted or considered for award. Timely delivery of proposals is the sole responsibility of the offeror.

Bid Requirements

All bids submitted must have the following information submitted in this chronological order:

- Bid Cover Sheet and Debarment Form (Attachment A)
- Specifications sheet must be submitted that provides the detailed components of the fees that would be charged to include, employer's taxes, workers compensation cost and administrative fee or profit with the associated percent per dollar that would be billed. Also specify the cost for the following: background check, a 6-panel drug test and any other fees charged by the proposer.
- References - The bid must contain a list of three (3) references where same or similar services have been performed. Include the name of the business or governmental entity, address, telephone number, and email of contact person.

Bid Evaluation and Selection Process

The review and selection process will include the following criteria and value system:

<u>Criteria</u>	<u>Value</u>
Demonstrated Performance	25
Compliance with bid requirements	25
Reasonableness of Cost	45
HUB Certification	5

Demonstrated Performance:

This criterion examines the demonstrated ability of the bidder to deliver quality products/services identical to or essentially identical to those specified in this RFQ. Three references are required.

Responsiveness to Bid:

This criterion examines the extent to which the minimum requirements of the RFQ were complied with. All questions and criteria were responded to with sufficient detail.

Reasonableness of Cost:

The Board will seek the highest value possible, weighing cost against expected outcomes. As such, the Board is not necessarily bound to accept the lowest bid.

Historically Under-Utilized Businesses (HUB's): It is the policy of this organization to pursue HUB businesses. However, the final decision as to the award of this contract will be contingent upon weighted evaluation criteria. HUBs must submit a copy of their HUB certification with the response to receive 5 extra points in the scoring process.

Contract Terms

A contract will be negotiated with the successful bidder to include specific deliverables which will be the basis of payments made under the contract. The contract period is anticipated to be September 1, 2024 through August 31, 2029. Contract may be terminated for non-performance.

Proposer Appeal Process

Proposers who believe that they have been treated unfairly in the proposal review process or that there is a violation of federal law or regulation may file a protest. *All* offerors will receive notification of the final decision within fifteen (15) working days of final decision. Letters of inquiry must be submitted and arrive in the office of the Board within fifteen (15) days of the date of the notice of rejection. Letters must be specific as to the inquiry. Inquiries not submitted in writing, not specific in nature, or which arrive late may not be considered. Letters must be addressed as follows:

Workforce Solutions Southeast Texas Board
P. O. Box 3607
Beaumont, Texas 77704
OR
510 Park Street, Suite 500
Beaumont, Texas 77701

Upon receipt of letter, the Executive Director or his/her designee will contact the proposer to arrange for an appeals conference. The Board will form an Appeals Committee and attend the Appeals Conference. At the conclusion of the conference, the Committee will determine if there is sufficient reason to have the Board Committee reconsider the decision in question.

Bid Conditions

1. The Board reserves the right to accept or reject any or all bids submitted or cancel the procurement.
2. This RFQ does not commit The Board to pay for any cost incurred prior to the execution of any contract. All contracts are contingent upon availability of funds from the U.S. Department of Labor and/or Texas Workforce Commission.
3. The intent of this RFQ is to identify the various contract alternatives and estimates of costs for the items solicited. The Board is under no legal requirement to execute a contract from any bid submitted.
4. Bidders shall not make contact with, or make offers of gratuities or favors, to any officer, employee, or member of the Workforce Solutions of Southeast Texas or its current One Stop Operator. Violation of this instruction will result in immediate rejection of the bid.
5. The Board specifically reserves the right to vary the provisions set herein any time prior to the execution of the contract where such variance is deemed to be in the best interest of The Board.
6. All bids and their accompanying attachments will become property of The Board after submission and materials will not be returned.
7. The contents of a successful bid may become contractual obligations, if a contract is awarded. Failure of the bidder to accept those obligations may result in the cancellation of the bid for selection. The contents and requirements of this RFQ may be incorporated into any legally binding and duly negotiated contract between The Board and the selected vendor(s).
8. The Board reserves the right to select and/or contract with more than one vendor from the bids submitted.
9. The Board reserves the right to contract for a period not to exceed 3 years. All contracts are reviewed and renewed/terminated annually based on performance and contingency of funding.

ATTACHMENT A
PROPOSAL COVER SHEET
And
DEBARMENT FORM

Workforce Solutions Southeast Texas
RFQ COVER SHEET
RFQ RELEASE # WDB 2024-005

Legal Name of Organization or Individual: _____

Mailing Address: _____

Physical Address (if different): _____

Email Address: _____

Phone Number: () _____ *Fax Number:* () _____

Authorized Contact Person: _____

Title: _____

Website: _____

Tax/Legal Status:

Corporation *Individual* *Public* *Profit*

Partnership *Not for Profit* *Private* *Other*

Federal Tax Identification Number: _____

Is proposer certified as a historically underutilized business (HUB)? *Yes* *No*

Certifying Agency? _____

(If yes, a copy of the certification notice is required as an attachment)

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTION**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant's responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

1. The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective recipient of Federal assistance funds is unable to certify to any statements in this certification, such prospective participant shall attach an explanation to this document.

Name and Title of Authorized Representative

Signature

Date