



WORKFORCE SOLUTIONS
S O U T H E A S T T E X A S

REQUEST FOR QUOTES
WDB 2020-004

For

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

RFQ Issued By:

WORKFORCE SOLUTIONS SOUTHEAST TEXAS
P. O. BOX 3607
BEAUMONT, TEXAS 77704
(409) 719-4750

ISSUE DATE: July 30, 2020

RESPONSE DEADLINE: August 14, 2020

Request for Quotes Instructions

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, but in recent years has been about 70 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 CHOICES program. Also, we have assisted with hurricane clean-up and had up to 600 people on worksites depending upon funding and need. There are occasionally other subsidized work programs we would operate that also need employer of record services. We also may have some temporary employees at the Board level that would be paid through an employment agency. The employees would be funded from any applicable program the Board operates for subsidized employment.

The services being requested include:

1. Payroll administration, including enrollment 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

The proposal submission deadline is August 14, 2020, at 2 P.M. CDST.

Questions concerning the bid requirements may be emailed to: rfp@setworks.org by 2 pm on August 10, 2020. Answers will be posted on our website: <http://www.setworks.org/solicitations/>

Each bid must be received at the following email address no later than 2 p.m. CDST on August 14, 2020.

Methods of Submission:

EMAIL to: rfp@setworks.org

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

Bid Requirements

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

- Bidder's Certification (Attachment A)
- Bid Cover Sheet (Attachment B)
- 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 (specify type), a 6-panel drug test and any other fees charged by the proposer.
- Briefly describe on-boarding process and payment process for the employees.
- 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, contact name, 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.

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 5 years. All contracts are reviewed and renewed/terminated annually based on performance and contingency of funding.

BACKGROUND ON THE BOARD

The Workforce Solutions Southeast Texas Board (herein referred to as the Board) is an organization that administers federal and state funded workforce development and training programs within Hardin, Jefferson and Orange Counties. Marilyn Smith is the Executive Director of the 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 representatives of business and industry, area community colleges, organized labor, community-based organizations, economic development agencies, other 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 is a not-for-profit corporation 501(c)(3). The level of funding received by the BOARD from the Texas Workforce Commission in fiscal year 2020 will be approximately \$20 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 areas. The BOARD conducts primary program operation through three Workforce Centers located in Beaumont, Port Arthur, and Orange. The services provided at these locations are through contractors.

For more detailed information on the services provided by Workforce Solutions and its locations, please visit our website at www.setworks.org.

ATTACHMENT A
CERTIFICATION OF BIDDER

CERTIFICATION OF BIDDER

I hereby certify that the information contained in this proposal and any attachments is true and correct and may be viewed as an accurate representation of the proposed services to be provided and of the administrative, management, and financial systems of this organization. I certify that no employee of the Workforce Solutions of Southeast Texas has assisted in the preparation of this proposal.

I acknowledge that I have read and understand the requirements and provisions of the RFQ and that this organization will comply with applicable local, state, and federal regulations and directives in the implementation of this program. I also certify that I have read and understand the conditions presented in this RFQ and will comply with the terms.

This proposal is a firm offer for a minimum of 90 days.

I, _____, certify that I am the
(Typed Name)

_____ of the corporation, partnership,
(Typed Title)

Organization, or other entity named as Respondent herein and that I am authorized to sign this proposal and submit it to the Workforce Solutions Southeast Texas Board on behalf of said organization by authority of its governing body.

Signature

Address

Telephone

Date

ATTACHMENT B

BID COVER SHEET

Workforce Solutions Southeast Texas
RFQ COVER SHEET
RFQ RELEASE # WDB 2020-004

Legal Name of Organization or Individual: _____

Mailing Address: _____

Physical Address (if different): _____

Email Address: _____

Phone 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)