

Questions and Answers

RFQ 2020-004 Employer of Record for Workforce Solutions Center Worksite Participants and Temporary Employees

1. What is the total anticipated spend for the scope of this RFP? **The budget varies with our funding. Also right now, the only program that is operating is a COVID-19 NDW program with about 22 people on sites. Others are suspended due to the virus. In December of 2019 we finished a Hurricane Harvey NDW project that ran for over two years and the total wages without mark-up (taxes, worker's comp and profit) was \$3.4 million. Usually there is about \$60,000 a year for the CHOICES program, about \$300,000 for WIOA youth and \$100,000 for Vocational rehab youth.**
2. What was the spend for these services last year? **Our total expenditures for wages in the last 12-months was \$929,915.**
3. Can you provide job titles and job descriptions for the roles that you required to be pay rolled? **The CHOICES, WIOA youth and Vocational rehab are mostly assigned to not-for-profit organizations as clerical, light warehouse support, retail or janitorial. The Hurricane jobs are usually clean-up on public property, food banks, social service counseling, and clerical. COVID-19 jobs consist of contact tracers and investigators.**
4. Can answers to the questions be sent out as an addendum or via email I am unable to access <https://setworks.org/doing-business-with-us/> . **Yes, and they will also be posted on our website.**
5. Is there currently a provider for these services? **Yes, there is.**
6. If so, to what degree is the current provider meeting their performance goals? **We have been pleased with their performance.**
7. What is the budget for this project? **The budget varies with our funding. Also right now, the only program that is operating is a COVID-19 NDW program with about 22 people on sites. Others are suspended due to the virus. In December of 2019 we finished a Hurricane Harvey NDW project that ran for over two years and the total wages without mark-up (taxes, worker's comp and profit) was \$3.4 million. Usually there is about \$60,000 a year for the CHOICES program, about \$300,000 for WIOA youth and \$100,000 for Vocational rehab youth. Our total expenditures for wages in the last 12-months was \$929,915.**
8. Can pricing be submitted on the specification sheet for different work categories? For example, one mark up for office and a different mark up for light industrial. **Yes**
9. Do you have a layout for the Specifications sheet that you would like us to use? **No**
10. Would the Board like us to submit specifications pricing for fully recruited positions or only payroll positions? **We do not need recruited positions. Most all of the positions require us to do eligibility and we only need the employer of record to do payroll.**
11. Is the Board currently using more than one vendor? If so, how many? **No**
12. What is the current pay rate for these positions? **Varies, \$9 to \$20**
13. What is the current bill rate for these positions? **15.9% - Work Experience participants, 36% -Temp Staff with adjustment per classification**

14. What is the current mark up in place? **FICA 7.65%, WC 1.75%, Administrative Fee 6.50%**

15. What was skill breakdown for the spend last year?

Job Position	#
maintenance	98
Clerical	76
Office Assistant/secretary	30
General laborer	30
Case Worker	29
warehouse/stocker	24
nonprofit	20
Customer Service	13
Workforce Solutions	12
Construction Assistant	12
Custodian/housekeeping	8
Sanitation operator	5
mechanic tech	4
Paraeducator	4
Education liaison	4
Daycare assistant	1