

RochesterWorks, Inc.
Request for Proposal
Temporary Work Experience Payrolling Services
June 30, 2022

BACKGROUND

RochesterWorks, Inc. (RWI), a non-profit organization, has been designated by the County of Monroe and the City of Rochester to administer the workforce investment funds targeted for Monroe County. RWI serves as fiscal agent and research and development staff for the Monroe County/Rochester Workforce Development Board, managing all aspects of the local workforce investment system (RochesterWorks!).

RWI is located at 100 College Ave., Suite 200, Rochester, New York 14607. Additional information on programs and services can be found at <https://rochesterworks.org>.

PURPOSE

RWI is seeking proposals from existing, experienced, qualified contractors to provide temporary work experience payrolling services as follows:

1. Work Experience Tryouts for Adults, ages 18 and over

The contractor will provide payrolling services for adult career center participants, age 18 or older. The selected contractor will be required to complete all paperwork and payroll logistics required by New York State to employ temporary workers.

RWI will match and directly place participants in work experience tryouts lasting two or more weeks at work sites throughout the nine-county Finger Lakes region (Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne, Wyoming, and Yates). Work sites will be for-profit or not-for-profit organizations in a variety of industry sectors and occupational roles, including, but not limited to, office, manufacturing/production, clinical health care, retail, and professional jobs. Work site locations will vary.

The contractor will be required to serve as the employer of record for each participant and provide payrolling services throughout the duration of the work experience assignment. The contractor may be required to assist participants with the onboarding process, including completion of necessary online application paperwork, collection of IDs, and drug testing (if applicable). The contractor may also be required to participate in participant and employer orientation sessions, at which time the contractor will explain the timesheet and payment process. These orientation sessions may occur on an as-needed basis, depending on programming needs.

The contractor will also be required to serve as an intermediary between RWI and the work site, obtaining feedback on participant performance in their assignment. The intent of the work experience tryout is 1) to give the participant some experience in an occupation or industry that is new to them and 2) to give the work site business an opportunity to try out a potential hire before bringing them on as a regular employee.

Any additional value-added services, such as developing new contacts with employers in target industry sectors, are strongly encouraged and should be described in the proposal.

- We project that approximately 50 Adult participants will be placed in paid work experience tryouts each year. RWI may contract with multiple contractors to provide the payrolling services.
- RWI is seeking organizations with client experience in one or more of the following industry sectors: Manufacturing, professional and business services, health care, and/or construction.
- The length of the work experience tryout will be two to four weeks for most occupational titles. However, if certain occupational titles require a longer tryout period, we may have the flexibility to extend the tryout period to six, eight, or more, weeks.
- Payment for payrolling services will be made by a markup to the hourly wage paid to the participant. The markup percentage for this contract will be subject to the competitive bid process and final contract negotiations.
- In the past, we have requested and allowed differential markup rates for different industries and occupations. The differential markup rates have caused undue confusion and errors. For this RFP, we are asking for one consistent markup rate to cover placements across industries and occupations. To inform the contractor's risk and insurance costs, here is the approximate distribution of adult work experience tryout placements across industries over the last few program years: Warehouse (36%), Social Assistance (28%), Manufacturing (24%), Repair/Maintenance (8%), Construction (4%).
- Note: costs of drug testing and/or background checks, if required by the client work site, should be built into the proposed markup. RWI will reimburse direct costs of drug testing and/or background checks in the event that the participant does not pass the drug test and/or background check, and therefore, cannot be placed at the work site.
- Participants should be paid at an hourly rate similar to the rate of a new, direct hire of the work site business.
- The contractor will need to provide accurate collection and processing of time cards and allow for direct deposit and/or checks for each payroll period. Past contracts have required weekly payroll.
- Payrolled participants may be converted to regular employees of the work site business at the end of the work experience tryout period without a buyout fee.

2. Paid Work Experience for Youth, ages 14 to 24

The contractor will provide payrolling services for year-round and summer programming for youth between the ages of 14 and 24. The selected contractor will be required to complete all paperwork and payroll logistics required by New York State to employ minor workers.

RWI provides year-round and summer work experience opportunities to prepare youth, ages 14 to 24, for success in the world of work. Participating youth will be pre-screened by RWI and/or our contracted youth service providers.

RWI and its contracted youth service providers will match and directly place youth in various work experience placements at work sites throughout Monroe County. Work sites will be public, for-profit, or not-for-profit organizations, and locations will vary. Work experience opportunities may include clerical/office, retail, child care, landscaping, light production/maintenance, or a variety of other positions. For youth under the age of 18, specific job tasks will be consistent with the New York State laws governing the employment of minors (see <https://dol.ny.gov/employment-minors> for details on the applicable New York State statutes).

The contractor will be required to serve as the employer of record for each youth participant and provide payrolling services throughout the duration of the work experience placement.

In addition to providing payrolling services for this program, the contractor will be required to participate in participant and employer orientation sessions, at which time the contractor will explain the timesheet and payment process. For year-round programming, orientation sessions for youth will be expected to occur bi-monthly at a minimum, and as needed for employer representatives. Orientation sessions for summer programming will be scheduled on an as-needed basis, with sessions occurring between June and August.

Any additional value-added services, such as partnership with a financial institution (i.e., credit union or bank) who can assist youth in setting up checking accounts for direct deposits, are strongly encouraged and should be described in the proposal.

- We project that approximately 310 Youth participants will be placed in paid work experience each year—80 year-round youth and 230 summer youth. RWI may contract with multiple contractors to provide the payrolling services.
- The length of the work experience tryout will be approximately 4 to 16 weeks for year-round youth and 6 to 10 weeks for summer youth.
- Payment for payrolling services will be made by a markup to the hourly wage paid to the participant. The markup percentage for this contract will be subject to the competitive bid process and final contract negotiations.
- In the past, we have requested and allowed differential markup rates for different industries and occupations. The differential markup rates have caused undue confusion and errors. For this RFP, we are asking for one consistent markup rate to cover placements across industries and occupations. To inform the contractor's risk and insurance costs, here is the approximate distribution of youth work experience tryout placements across industries during a recent program year: Manufacturing/Production (light industrial) (23%), Health Care Support (non-clinical) (58%), Other, including social assistance and retail (19%).
- Note: costs of drug testing and/or background checks, if required by the client work site, should be built into the proposed markup. RWI will reimburse direct costs of drug testing and/or background checks in the event that the participant does not pass the drug test and/or background check, and therefore, cannot be placed at the work site.

- Participants must be paid no less than minimum wage and will work a variety of hours, depending on the program and work site
- The contractor will need to provide accurate collection and processing of time cards and allow for direct deposit and/or checks for each payroll period. Past contracts have required weekly payroll.
- Payrolled participants may be converted to regular employees of the business at the end of the work experience period without a buyout fee.

CONTRACTOR RESPONSIBILITIES

The contractor(s) will be required to:

- Become the employer of record for the temporary worker.
- Provide accurate collection and processing of time cards (signed by supervisor).
- Process payroll checks on a weekly basis.
- Provide Direct Deposit and/or checks for weekly payroll.
- Process tax collection and information (i.e., W-2, W-4) as required by Federal and State mandates.
- Prepare and make all Federal and State payroll tax deposits.
- Provide mandated insurance, i.e., Workers' Compensation and General Liability.
- Prepare all Workers' Compensation reporting.
- Defend all Labor Board issues (if any).
- Conduct any drug testing or background checks required by the work site and allowable by federal, state, and local laws and regulations.
- Provide accurate invoicing to RWI.
- Contact RWI staff with a verbal or e-mail update on participant progress once during the first week of the work experience assignment, as needed in response to work site concerns, and additionally as requested by RWI staff.

PROPOSAL REQUIREMENTS

Organizations interested in providing services described in this Request for Proposals (RFP) should submit a proposal of no more than 6 pages that includes the following information:

1. Identify the organization's name, address, phone, fax, e-mail, President/CEO, and management contact for the contract. Describe the organization and experience in providing the services described in this RFP. Organizations that have physical locations in and/or demonstrate the capacity to do business in the nine-county Finger Lakes Region are eligible to apply.
2. Specify for which of the two payrolling categories (Adult and/or Youth) you are submitting your proposal. Respondents may propose to serve both categories in the same proposal. *Please do not submit multiple proposals in response to this RFP.*
3. Provide a quote with a specific markup rate to the hourly wage for your services.

- a. Please describe any costs to the payrolling company that were taken into account when calculating the proposed markup. *Note: costs of drug testing and/or background checks, if required by the client work site, should be built into the proposed markup. RWI will reimburse direct costs of drug testing and/or background checks in the event that the participant does not pass the drug test and/or background check, and therefore, cannot be placed at the work site.*
 - b. Also, describe any additional, value-added services that would be provided.
4. Describe your experience placing and/or payrolling employees in the manufacturing, professional and business services, health care, and/or construction sectors.
 5. Indicate how many participants you have the capacity to serve on a weekly basis. Also indicate the frequency of your proposed payroll service (e.g., weekly, bi-weekly, etc.).

PROPOSAL EVALUATION

The selection criteria will be:

1. Completeness of response to the RFP as outlined in the Proposal Requirements.
2. Ability of the contractor to meet or exceed the requirements defined in the RFP as evidenced by the information contained in the contractor's proposal.
3. Experience and qualifications to include experience placing and/or payrolling employees in the manufacturing, professional and business services, health care, and/or construction sectors.
4. Cost reasonableness of services.

RWI may select multiple contractors based on geographic area served, ability to payroll different types of positions (e.g., office, manufacturing, or clinical health care), and/or population served (Adult vs. Youth).

PROCUREMENT TERM

The initial term of the contract will run through September 30, 2023, with an option for up to three (3) one-year renewals, based on availability of funds, satisfactory contractor performance, and successful negotiation of contract terms.

Proposals must be sent electronically by **12:00 PM, Friday, July 29, 2022** to:

Lee Koslow
Technical Assistance and Training Manager
RochesterWorks, Inc.,
Lkoslow@rochesterworks.org

Questions may be submitted to Lee Koslow, Lkoslow@rochesterworks.org, no later than Monday, July 18, 2022.

REQUEST FOR PROPOSAL TIMEFRAME

Thursday, June 30, 2022	Request for Proposal released
Monday, July 18, 2022	Last day to submit questions
Friday, July 29, 2022	Proposals due by 12:00 noon
Tuesday, September 20, 2022	Staff recommendations submitted to Monroe County/Rochester Workforce Development Board
Tuesday, September 20, 2022	Winning proposal(s) announced
Friday, September 30, 2022	Service contract(s) executed

QUESTIONS AND ANSWERS

Updated 7/13/2022

Q1. In my response would you like me to respond in the numerical outline that was sent out or would you like me to respond and provide the outline as to how I typically outline my RFP responses?

A1. Although we expect complete answers to all 5 requirements listed in the Proposal Requirements on pp. 4–5 of the RFP, we do not require that answers be given in a particular order, nor do we require that they be numbered. However, please bear in mind that your proposal will be evaluated for completeness by a team of RochesterWorks staff. The easier you make it for the evaluation team to see the connection between each proposal requirement and your response, the more likely it is that they will rate you higher on the completeness criterion.