

Re-Issue

REQUESTS FOR PROPOSALS (RFP)

Arbor E&T, LLC. d/b/a ResCare Workforce Services
Contractor for:
Workforce Solutions Alamo

Proposal Description
Staffing Services

Arbor E&T, LLC d/b/a ResCare Workforce Services

ResCare Workforce Services
Edgar Leon
Project Accountant
Workforce Solutions Alamo
6723 S. Flores St. # 100
San Antonio, TX 78221
edgar.leon@rescare.com

RE-ISSUE DATE: 2/17/2017

RESPONSE DEADLINE: February 28, 2017 by 12:00 PM (CST)

Arbor E&T, LLC d/b/a ResCare Workforce Services, contractor for Workforce Solutions Alamo Texas, hereinafter referred to as "ResCare Workforce Services" will receive proposals for:

Staffing Services

General Information

ResCare Workforce Services is soliciting proposals from interested and qualified providers to provide temporary staffing and employer of record services for Workforce Solutions Alamo. The annual value of these services is estimated to exceed \$150,000.

ResCare Workforce Services serves as the Operator for Workforce Solutions Alamo in San Antonio, TX and surroundings rural areas. ResCare Workforce Services manages the WIOA Youth Program under Federal and State funding sources.

Temporary staffing services are required from time to time for the operation of the One-Stop Center locations. Employer of Record services are needed for participants in the work experience/job training programs provided by Workforce Solutions Alamo Texas. The bidder will be required to maintain personnel and payroll records for both temporary staff and the work experience/training program participants.

The attached materials are provided to describe detailed instructions for the activities which need to be completed for submission of a bid.

Procurement Standards

Procurement of goods and services under Federal assistance programs, shall be in compliance with OMB Circular A-102 and A-110 (as applicable), as supplemented by the final rules promulgated by the Office of the Governor under the Uniform Grants Management Standards, and the Texas Workforce Commission Financial Manual for Grants and Contracts. These guidelines require that procurement transactions be conducted in a manner that provides for maximum free and open competition, regardless of the dollar amount or the procurement method used. Additionally, awards may only be made to organizations possessing the demonstrated ability to perform successfully under the terms and conditions of the contract.

Service Period

The service period for this Request for Proposals is to last a period of one year with an option to renew for up to three additional years.

Eligibility to Respond

Organizations and individuals are eligible to respond if they have adequate experience and the capability to provide the requested services outlined in this RFP and must be able to ensure compliance with the ensuing Contract and/or Purchase Order.

Respondents must also have a proven record of past performance in providing the requested services and are not debarred and/or suspended from conducting business with Federal and State funded agencies.

Authorized Contact

The authorized ResCare Workforce Services contact person for this procurement is:

Edgar Leon
Project Accountant
ResCare Workforce Services – TX Alamo Youth
6723 S. Flores St. # 100
San Antonio, TX 78221
Edgar.leon@rescare.com

Questions regarding the RFP must be received by 4:00 p.m. Central Standard Time, Thursday, February 23, 2017. Answers to questions received may be shared with all prospective vendors.

Submission Guidelines

Responses to this RFP (sealed proposals) may be hand delivered or mailed to:

Edgar Leon
Project Accountant
ResCare Workforce Services – TX Alamo Youth
6723 S. Flores St. # 100
San Antonio, TX 78221

ResCare Workforce Services is not responsible for proposals sent by mail. It is entirely the responsibility of the proposer to ensure their proposal arrives at the ResCare Workforce Services office on time. All responses must be submitted in a **SEALED envelope** and clearly marked **"RESPONSE TO RFP FOR STAFFING SERVICES"** on the outside of the envelope.

Organizations and/or individuals desiring to respond to this RFP are required to submit their proposals based on the information provided in the Statement of Work below.

Format: All responses must be typed and will become the property of ResCare Workforce Services.

Cost: Clearly indicate the cost offered for the services requested. If any conditions may affect the cost of any particular services, or the price as a whole, state those conditions clearly. ResCare Workforce Services reserves the right to disqualify any quote in which the cost is not absolutely clear.

Deadline: All bid quotations and any modifications must be hand delivered or sent via regular mail and received by ResCare Workforce Services no later than 12:00 PM Central Standard Time on Tuesday, February 28, 2017 at the address indicated above. The official time will be carried by the Finance office at the address indicated above.

Statement of Work

ResCare Workforce Services operates the Youth Contractor for Workforce Solutions Alamo Texas providing services to job seekers, employers and participants in the Youth programs in Bexar, Gillespie, Kerr, Kendall, Comal, Bandera, Guadalupe, Wilson, Karnes, Atascosa, Frio, and Medina counties. As the Youth Contractor, ResCare Workforce Services serves the following populations:

- Individuals looking for work or subsidized training
- Individuals who have little or no work history
- Individuals who receive public assistance
- Individuals who have an offender background
- Youth between the ages of 16 and 24 years

Administration of these programs allows for work experience, job readiness, internship and on-the-job training opportunities for qualified/eligible individuals. The selected bidder will serve as employer of record as needed for these participants. The selected bidder will be required to maintain personnel and payroll records and provide for the payment of wages to these program participants.

Additionally, ResCare Workforce Services has from time to time a need for temporary staff. The selected bidder will be required to provide referrals and placement of temporary staff for operation of the Workforce Solutions for Alamo Texas One-Stop Centers. The selected bidder will serve as employer of record for these temporary employees, maintain personnel and payroll records and provide for payment of wages for the employees.

ResCare Workforce Services staff will establish and provide to the vendor the job description, rate of pay and minimum qualifications for temporary staff positions.

ResCare Workforce Services will establish and provide to the vendor the job descriptions, rate of pay, type of position, location of assignment, supervisor and contact information for participant and work experience/training provider for employer of record services.

Vendor may also be asked to perform background checks and drug tests on select candidates from time to time.

Invoices and time records will be submitted to ResCare Workforce Services for each payroll period.

Bidders must be able to:

1. Clearly define agency rate: The agency charge for these employees must be listed individually by job title and/or function if multiple rates will be charged.

All bidders must provide an explanation of what the agency charge encompasses. It should be clearly stated whether the rate is a set rate or a percentage of salary rate.

2. Clearly define conversion fee: The conversion fee must be clear in rate and time period restrictions. The bidder must state whether this fee is negotiable or can be waived.

3. Provide the following personnel services:

- Be the employer of record for temporary staff employees.
- Be the employer of record for work experience/training program participants.
- Process payroll and print employee pay checks on time for each payday
- Provide a timekeeping system for employees (either electronic (telephone or Internet based) or in the physical forms.
- Provide documentation of time; producing export files containing payroll/general ledger data. Reports must be generated by funding type as designated by ResCare Workforce Services staff
- Provide appropriate calculation and withholding of federal, state, and/or local taxes
- Provide calculation and payment of payroll taxes to be paid by employer (such as FICA, FUTA, SUTA, Social Security and Medicare)
- Provide printing and filing of year-end employee tax documents such as Form W-2
- Provide Human Resources (HR) tracking/reporting
- Serve as Workers' Compensation Insurance intermediary

ResCare Workforce Services will maintain responsibility for the following:

- Establishing and providing to vendor the job descriptions, rate of pay, type of position, location of assignment and minimum qualifications for desired temporary staff positions.
- Establishing and providing to vendor the job descriptions, rate of pay, type of position, location of assignment, supervisor and contact information for participant and work experience/training provider for employer of record services.

Bid Selection Process

The bid evaluation will be performed by ResCare Workforce Services staff. However, ResCare Workforce Services reserves the rights to select an independent review team for the purpose of RFP evaluation, if necessary. The following considerations apply to the selection process:

1. Only proposals received on time and deemed responsive to the RFP instructions will be considered in the selection process.
2. ResCare Workforce Services will base their selection on demonstrated competence and qualifications, including: Demonstrated Performance, Responsiveness to Bid, and Reasonableness of Cost.
3. In accordance with the 73rd Texas Legislature, ResCare Workforce Services will make a good faith effort to award contracts to Historically Under-Utilized Businesses (HUB's). It is the policy of this organization to pursue HUB business. However, the final decision as to the award of this contract will be contingent upon weighted evaluation criteria. HUB certification must be submitted.
4. All bidders will receive notification when the contract has been awarded. A bidder who wishes to protest the decision will be required to notify the ResCare Workforce Services in writing within five (5) days from the date of the notification letter. The complaint letter must specify the nature of the protest and any desired remedies of action. ResCare Workforce Service reserves the right to determine whether the protest is valid and merits further consideration. The complaint may be sent via electronic mail or hand delivered to:

ResCare Workforce Services
Edgar Leon
Project Accountant
Workforce Solutions Alamo
6723 S. Flores St. #100
San Antonio, TX 78221
[**edgar.leon@rescare.com**](mailto:edgar.leon@rescare.com)

Bid Evaluation Criteria

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

<u>Criteria</u>	Value
Demonstrated Performance	30
Responsiveness to Bid	30
Reasonableness of Cost	40
Historically Under-Utilized Business	5

Demonstrated Performance:

This criterion examines the demonstrated ability of the bidder to deliver services requested. Three references will be required.

Responsiveness to Bid:

This criterion examines the extent to which the minimum requirements of the RFP were compliant.

Reasonableness of Cost:

This criterion examines the costs of the services provided as outlined in the Statement of Work.

Bid Conditions

1. ResCare Workforce Services reserves the right to accept or reject any or all proposals submitted.
2. This RFP does not commit ResCare Workforce Services 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 RFP is to identify the various contract alternatives and estimates of costs for the items solicited. ResCare Workforce Services is under no legal requirement to execute a contract from any bid submitted.
4. The bid must contain a list of three (3) references where like services have been performed within the preceding twelve (12) months. Include the name of the business or governmental entity, address, telephone number, and contact person.
5. Bidders shall not make contact with, or make offers of gratuities or favors, to any officer, employee or any subcontractors of ResCare Workforce Services under any circumstances. Contact for technical assistance is allowed with the RFP contact person (see pg. 2). Violation of this bid condition will result in immediate rejection of the bid.
6. ResCare Workforce Services specifically reserves the right to vary the provisions set herein anytime prior to the execution of the contract where such variance is deemed to be in the best interest of the company.
7. All proposals and their accompanying attachments will become property of ResCare Workforce Services after submission and materials will not be returned. Please provide ResCare Workforce Services with 3 copies of the bid.
8. 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 a cancellation of the bid for selection. The contents and requirements of this RFP may be incorporated into any legally binding and duly negotiated contract between ResCare Workforce Services and the selected vendor(s).
9. ResCare Workforce Services reserves the right to select and/or contract with more than one vendor from the proposals submitted.

Order of Submission

All proposals include following items, which must be submitted in the following order:

- **Exhibit A - Proposal Summary Information Form**
- **Exhibit B — Provide the details of your bid offer; i.e., in terms of the information requested in the Statement of Work, provide details as to what materials, products, access to materials/products, and/or related goods/services will be provided, the manner of their provision, and how all the specific requirements of the Statement of Work will be met.**
- **Exhibit C — Bid Pricing Information**
- **Exhibit D - Certification Form**
- **Exhibit E —Please submit information showing your ability as a company to provide goods or services to customers. Please include, at a minimum, a list of three (3) references where like services have been performed within the preceding twelve (12) months. Include the name of the business or governmental entity, address, telephone number, and contact person.**

EXHIBIT A

ResCare Workforce Services

PROPOSAL SUMMARY INFORMATION FORM

Company Name

Company Address

City, State & Zip Code

Contact Name & Phone Number

Contact Email Address

Authorized Signature

Printed Name

Date

Proposal Offer is Valid Until

DETAILS OF BID

Please provide the details of your bid offer; i.e., in terms of the information requested in the Statement of Work, provide details as to what materials, products, access to materials/products, and/or related goods/services will be provided, the manner of their provision, and how all the specific requirements of the Statement of Work will be met.

Please provide details of your bid offer below or attach appropriate material.

EXHIBIT C

BID PRICING INFORMATION

Please provide the cost information for the service.

Please enter pricing information below or attach a separate pricing sheet.

EXHIBIT D

**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).

- I. 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.
- II. Where the prospective recipient of Federal assistance funds is unable to certify to any statements in this certification, such prospective participants shall attach an explanation to this proposal.

Name of Authorized Representative

Title

Signature

Date

EXHIBIT E

COMPANY INFORMATION/COMPANY REFERENCES

Please submit information showing your ability as a company to provide goods or services to customers. Please include, at a minimum, a list of three (3) references where like services have been performed within the preceding twelve (12) months. Include the name of the business or governmental entity, address, telephone number, and contact person.

PUBLIC NOTICE

ResCare Workforce Services, Alamo Youth program operator for Workforce Solutions Alamo, is soliciting proposals from interested and qualified providers for Staffing Services.

ResCare Workforce Services serves as the contract operator for Workforce Solutions Alamo providing Youth services in the City of San Antonio and surrounding rural area.

Bid specifications may be obtained from the offices of ResCare Workforce Services by contacting:

**ResCare Workforce Services
Edgar Leon
Project Accountant
Workforce Solutions Alamo
6723 S. Flores St. #100
San Antonio, TX 78221**

ResCare Workforce Services reserves the right to accept or reject any or all bid/proposals received as a result of this request, or to negotiate with all qualified vendors, or to cancel in part or in its entirety this Request for proposal, if it is in the best interest of the company.

Proposals are due on or before 12:00 P.M. CST, Tuesday, February 28, 2017. ResCare Workforce Services encourages historically underutilized businesses to request and respond to all requests for proposals.