

SCOPE OF WORK REQUEST FOR PROPOSALS FOR TEMPORARY STAFFING SERVICES

This Request for Proposals (RFP) is issued by Workforce Alliance, Inc. ("Alliance") to solicit proposals for the provision of temporary staffing services. In order to be considered proposers must have two years of experience in meeting the temporary staffing needs of businesses and/or governments in the tri-county area of Broward or Dade or Palm Beach County.

WHO CAN APPLY

- Proposers may be governmental units, public agencies, business organizations, public or private not-for-profit corporations, private for-profit corporations organized in accordance with state and federal laws, which have been in business in the United States for a minimum of two (2) years, and have provided the same or similar services to those requested under this RFP in the tri-county areas of Broward or Palm Beach or Dade County for a minimum of two (2) years at the time of submission of the proposal to be considered responsive.
- Proposers must be properly licensed by the State of Florida and Palm Beach County, Florida.
- Joint arrangements between two or more eligible Proposers must be supported with copies of recently executed Memorandums of Agreement specifying the roles, responsibilities and the resources committed by each signatory. If a joint proposal is submitted, copies of the executed Memorandum of Agreement must be included with the proposal.

PERIOD OF PERFORMANCE

Services funded under this Request For Proposals (RFP) are to be provided on an as needed basis by Alliance. Alliance reserves the right to negotiate for continued services with the same Proposer(s) up to four additional twelve month periods. Such renegotiations will occur at the sole option of Alliance. Cash advances shall not be available. Therefore the successful Proposer must have sufficient cash resources to "front" program expenditures and await reimbursement from Alliance, usually within one month of an invoice submitted with proper documentation. In other words Proposer shall have funds available to cover a minimum of two months of Program expenses.

PROPOSAL REVIEW CRITERIA, SERVICE EXPECTATIONS & ADMINISTRATIVE REQUIREMENTS

I. PROPOSAL REVIEW CRITERIA

The Proposer(s) selected will be responsible for managing and implementing the project. Responsibilities include:

- Identifying and recruiting individuals to fill the temporary jobs created.
- Determining the eligibility of the temporary workers.
- Reviewing the individuals' I-9 prior to referring the individual for work.
- Acting as the employer of record.
- Providing applicable benefits. The Proposer is to provide the rate to be charged Workforce Alliance with and without medical benefits. No other benefits are required by Workforce Alliance. However, additional benefits may be provided by the Proposer.
- Filing the appropriate state and federal forms and paying applicable taxes.
- Being responsible for and managing the payroll.
- Assisting with placement requirements for the temporary workers following the termination of their temporary job.

The temporary jobs are expected to range in salary from the current minimum wage an hour up to as much as twenty five dollars an hour depending upon the job. The Proposer should have sufficient credit or resources to be paid on a reimbursement basis. Workforce Alliance will not provide funding advances.

Workforce Alliance may select one or more proposals as is necessary to meet their needs.

II. SERVICE EXPECTATIONS

- Proposer will be required to determine temporary worker eligibility.
- Proposer must agree to assume full responsibility for all costs including funds spent on any ineligible persons certified by proposer's agency and for payments for hours not supported by time records.
- Selected Proposer(s) will be expected to refer temporary workers to the Workforce Alliance career centers located at 1951-D North Military Trail, West Palm Beach, FL. 33409, 901 North Congress Avenue, Suite C-201, Boynton Beach, FL. 33426, 1085-1089 South Main Street, Belle Glade, FL. 33430 and 315 South Dixie Highway, Suite 102, West Palm Beach, FL. 33401. Additional temporary worker sites within Palm Beach County may be identified by Workforce Alliance.
- Proposer will be required to comply with all applicable Federal, State and local employment laws.
- Rates quoted must be for all costs related to the project including the cost of any required background checks, drug tests and other pre-hire costs.

III. ADMINISTRATIVE REQUIREMENTS

- A. All organizations funded will be required to submit an audit if their federal expenditures are in excess of five hundred thousand dollars (\$500,000.00), a year regardless of the source. Commercial (for-profit) organizations will have the option of auditing the contracted for program or submitting an organization wide audit. This will be determined during negotiations. Other providers must submit A-133 audits. The cost of the audit will be negotiated separately from rates proposed as the requirement for the audit will not be able to be determined until after the contract award.
- B. Workforce Alliance may consider joint proposals. Proposers who are partnering with other companies or agencies must list the names of all service providers or joint providers and the amount to be spent by each partner. If the arrangement is through a subcontract, all subcontracts must be competitively procured, a copy of the procurement must be submitted with the RFP response and must be approved by Workforce Alliance as a part of this RFP review process. Documentation of the procurement should be submitted with the proposal. All subcontracted costs must be itemized in the budget so it is clear how the funds will be allocated and spent by each partner. Contracts may be written independently with each of the organizations rather than with a lead organization at the discretion of Workforce Alliance. Proposals must indicate that they are joint submissions. Proposals not conforming to the above criteria will be deemed non-responsive.
- C. Proposers will be required to list the Workforce Alliance as an additional insured on their general liability, umbrella and fidelity bond insurance policies. All temporary workers will need to be covered by workers compensation insurance and this should be considered as a part of the fee to be charged to Workforce Alliance.
- D. Workforce Alliance frequently monitors and evaluates its programs. Proposer must agree to participate in evaluations and allow access to monitors who will examine books, financial transactions and records related to the funded project as well as temporary worker files. The evaluation may include customer satisfaction at various customer exit points. Proposer must also agree to provide access to its books and records.

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A. PROPOSAL COVER PAGE

(0 Points Available)

A. PROPOSER INFORMATION (This form is to be completed by the Proposer and placed as the first page of your proposal).

1. Proposer Legal Name: _____
2. Doing Business As: _____
3. Fed. Employer I.D. & DUNS No.: _____ / _____
4. Mailing Address: _____
5. Contact Person Name & Title: _____
6. Contact Person Telephone/Fax No.: _____ / _____
7. E-Mail: _____
8. State the number of years Proposer has been in business under the corporate/business structure submitting the response to this RFP.
_____ Years
9. State the number of years Proposer has been in the business of staffing services.
_____ Years
10. Proposer can effectively payroll and manage _____ temporary workers at any given time.
11. Bill Rate Proposed \$ _____ Per Hour & Worker Classification _____
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Bill Rate Proposed \$ _____ Per Hour & Worker Classification _____
12. **PROPOSER AFFIRMATION: Proposers' failure to agree to and sign the Proposer affirmation as presented will result in the proposal being rejected by Workforce Alliance.**

By signing below as the official representative on behalf of the Proposer named above, I certify that I have read the entire Request For Proposal (RFP). I have also read the submitted proposal and agree that the information presented is an accurate representation of the price and services to be provided to Workforce Alliance. I further certify that to the best of my knowledge the Proposer on whose behalf this proposal is submitted has not been disqualified from submitting a proposal by Workforce Alliance or

any other cognizant Federal, State or local entity. I also certify that the above named Proposer is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or Agency; and is not presently indicted or has not been convicted within the past three (3) years for commission of fraud or any criminal offense in accordance with Executive Order 12549, debarment and suspension, 29 CFR Part 98, Section 98.510. All documents submitted are originals or copies of unaltered current originals. All proposed costs for services are good for 180 days from the signature date on this proposal. All principal parties to this proposal have been named and the submitted proposal was completed without collusion with any other persons or entities submitting a proposal in response to this RFP.

AGREED TO AND SIGNED BY: _____

NAME PRINTED & TITLE: _____

DATE: _____

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B. SCOPE OF WORK (Up to 50 Points Available)

I. EXPERIENCE (Up To 25 Points Available)

1. Describe Proposer's experience in meeting employers' staffing needs, providing Workforce Alliance with temporary and administrative services.
2. Describe the largest project worked on by Proposer in terms of filling employer job requests and the time frame in which the jobs needed to be filled.
3. Explain why Proposer feels they have the capacity to provide the requested services. Indicate levels of current payrolls and the number of temporary staff placed each year, the number of worksites/employers, the incidence of error in the distribution of payrolls, the ability of Proposer to monitor worksites and to assure the integrity of the payroll as it relates to actual individuals working, and other information which will assist Workforce Alliance in assessing Proposer's ability to deliver the services.

II. PERFORMANCE, FISCAL INFORMATION AND REQUIRED REPORTS (Up To 25 Points Available)

1. Describe the reports Proposer will put in place and make available on an as needed basis as requested by Alliance. List the elements to be included in the report. NOTE: We are asking the Proposer to provide us with the wide array of reports they are able to provide Workforce Alliance at any given time. The types of reports available to Workforce Alliance are within the proposer's discretion. The Proposer is to provide in their proposal response the type of custom reports that will be available to Workforce Alliance and the turn-around time for each report.
2. It is not anticipated that there will be disallowed costs, however what funds does the Proposer have available to repay any disallowed costs?
3. Is Proposer combining funds or other available resources with the funds requested under this proposal?
Yes _____ No _____ If Yes Describe.
4. Proposer must provide Workforce Alliance with access to original documentation to substantiate Proposer invoices? Can Proposer provide an assurance Workforce Alliance will be given required access and can Proposer maintain worker records for five years?
5. If Proposer maintains their records out of Palm Beach County how will Workforce Alliance be provided access to the records for monitoring purposes?

6. Has Proposer ever filed a petition in bankruptcy? If yes provide explanatory information.
7. Has Proposer ever had to pay back funds to a funding source, an employer or the federal government? If yes explain.
8. Proposers are to state the rates they will charge Workforce Alliance for temporary staffing services. The temporary worker assignments will be varied. Provide a price list for each of the Proposer's worker classifications and the corresponding pay rates.