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Request for Proposals

Payroll Services

For the period of October 1, 2020– September 30, 2021

Issued by the

Macomb/St. Clair Workforce Development Board, Inc.

1. **Purpose of Request for Proposal**

The Macomb/St. Clair Workforce Development Board, Inc (M/SCWDB), administering the Michigan Works! system in Macomb and St. Clair counties supported with federal and state funding provided through the State of Michigan Department of Labor and Economic Development-Workforce Development, is issuing an invitation to providers to coordinate and deliver payroll services for young adults engaged in work-readiness training. The M/SCWDB will employ individuals for work-training programs that can be characterized as **“Earn and Learn”** activities.

**Paid Work Experience**- Up to 200participants in a paid work experience program throughout the contract term.

A paid work experience is designed to provide young adults (ages 16-24) with an introduction to the world of work. Employers are carefully selected to provide both job-shadowing and hands-on occupational skills training in a safe, closely supervised environment. Paid work experience placements are designed for a maximum of four hundred eighty hours per participant and may be for either part-time or full-time hours during their placement. Start dates for participants will vary. Work-training placements differ, but typically include stock clerk, cashier, counter attendant, food prep, dishwasher, groundskeeper, activity assistant, childcare assistant, library technician, office clerk and pre-apprenticeships.

The M/SCWDB will secure work permits for those participants where the law requires. Most participants will be paid the current minimum wage, although some placements may be at a higher per hour wage. The M/SCWDB maintains workers’ compensation coverage on all participants engaged in a work experience.

**Additionally,** payroll services are required during the full contract period for approximately six full-time administrative staff of the M/SCWDB.

**Primary Services**

* Streamlined application process
  + Minimal “new hire” paperwork required to register for payroll services
  + Minimal documents required to register for payroll services
  + Provider tracks all requisite documents and paperwork for payroll services
  + Provider communicates to M/SCWDB designated staff any documents/paperwork lacking that are needed to register participants for payroll services
  + Provider processes paychecks for participants even if all documents/paperwork have not been received but a minimum threshold has been met
  + Provider offers courier services to gather all paperwork/documentation from M/SCWDB
* Bi-weekly payroll services provided
  + October 2020 – September 2021
  + Ability to provide live checks as well as direct deposit and/or pay card options
  + Mass mail live checks or bi-weekly (postage fee incurred and paid for by M/SCWDB)
  + Hand-pull select payroll checks
  + Provider offers courier service to hand-deliver select checks to the M/SCWDB
* Workers’ Compensation
  + Provider offers a competitive workers’ compensation rate
    - The employer and Standard Occupational Classification (SOC) will be identified so that a workers’ compensation rate can be assigned to the participant
  + Provider has well-established, uncomplicated procedures to access local medical care for participants injured during a work experience
  + Provider utilizes simple, easy-to-follow procedures for reporting injuries
  + Provider manages all medical billing directly with medical care provider/facility
* Online access to payroll system
  + Customizable access for M/SCWDB staff to enter/manipulate data in payroll system (i.e. – hours worked)
* Provision of FUTA
  + **Participants** receiving on average 4-6 checks
  + **Administrative staff** receiving bi-weekly checks for the full contract period
* Provision of SUTA
  + **Administrative staff** receiving bi-weekly checks for the full contract period
* Exemption from SUTA/Unemployment claims\*
  + Federal and state funds are provided for eligible individuals to participate in work-training programs. The focus of these programs is based upon participant need to master work-readiness skills in a work-training environment. Jobs created for eligible **participants\*** are a public service; they did not previously exist and do not displace regularly employed workers. The *Michigan Employment Security Act* excludes from receiving Unemployment benefits those that partake of work-relief or work-training programs. Therefore, claim for Unemployment benefits from eligible individuals who have participated in a work-training program is denied.

\*The exemption applies to paid work experience participants only. It does not apply to administrative staff for whom SUTA and FUTA shall be withheld.

**Secondary Services**

* Special payroll runs as necessary throughout the year
* Ability to accommodate multiple funding sources/departments
* Acceptance of payroll deposit in form of check (rather than electronic transfer)
* W-2 forms:
  + Available online for participants
  + Expeditious mailing of W-2 reprints and W-2 corrections

1. **Period of Performance**

Providers should be prepared to begin delivery of payroll services on October 1, 2020 and continue through September 30, 2021. The M/SCWDB may exercise the option of extending the contract for up to an additional three-year period contingent upon the provider’s performance that meets quality standards, and that the terms of the contract remain the same.

1. **Eligibility for Employment**

The M/SCWDB will be solely responsible for determining which individuals are eligible to participate in a paid work experience.

1. **Proposed Calendar**

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| Release of Request for Proposal | Week of June 22, 2020 |
| Responses Due | Thursday, July 16, 2020 2:00 PM EST |
| Recommendation to M/SCWDB - Board of Directors | July 30, 2020 |
| Invitation to negotiate contract terms and price | August/September 2020 |
| Implementation | October 2020 |

1. **Limitations**

This request for response does not commit the M/SWDB to write a formal agreement or to pay any costs incurred by the proposer in the preparation of the response submission or related program design. The M/SCWDB reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel this request for submission in part or in its entirety if it is in the best interest of the M/SCWDB to do so.

1. **Proposal Evaluation**

The application is the primary mechanism used to determine the suitability of a bidder for funding. Proposers should respond to all questions/sections of the application.

1. **Grievance Policy**

The M/SCWDB subscribes to the policy of equal opportunity, and as such, maintains a formal grievance procedure to handle complaints of participants and service deliverers. Adherence to same is acknowledged by acceptance of a contract from the M/SCWDB.

1. **RFP Questions**

Any questions regarding this Request for Proposals may be directed to Cris Robson:

[cristine@macomb-stclairworks.org](mailto:cristine@macomb-stclairworks.org).

1. **Due Date**

Submit responses to the email indicated below no later than **2:00PM, Thursday, July 16, 2020.** Failure to submit your proposal response by the due date and time indicated will result in forfeiture of proposal. Proposals received after 2:00PM EST on Thursday, July 16, 2020 will not be considered for funding.

Responses should be emailed to Beth Diehl: [beth@macomb-stclairworks.org](mailto:beth@macomb-stclairworks.org)