


Department of Job and Family Services
15-145
**Request for Bid
For Payroll Services
2015 Summer Youth Employment Program**

- Bid Description:** The County of Summit Department of Job and Family Services (CSDJFS) is soliciting bids for a qualified Party, which is registered and in good standing as a Professional Employer Organization (PEO). The PEO will perform payroll services for an estimated 1,250 youth between the ages of 16-24 for the Summer Youth Employment Program (SYEP) in Summit County. The PEO will agree to issue payroll on a bi-weekly basis and carry all liability and Workers' Compensation Insurance costs for youth assigned to worksites throughout the county. PEO will also be responsible for withholding and payment of all payroll taxes as required by law, including Federal Insurance Contributions Act (FICA) tax (Social Security and Medicare), Federal income tax, State income tax, Municipal income tax, School District Income tax, Workers' Compensation Insurance, and Federal Unemployment Tax (FUTA), and State Unemployment Tax (SUTA). Wages for the youth should be viewed as "pass-through" expenditures reimbursable by the county. Eligible youth will be placed at the employer worksites throughout Summit County as identified by CSDJFS.
- Contract Amount:** It is estimated the contract amount available for payroll and related costs for the youth along with administrative costs for performing the service will be \$1,825,000.00. Funding for this vendor service is through the federally funded Temporary Assistance to Needy Families (TANF) allocation made available from the State of Ohio to the County.
- Contract Period:** May 8, 2015 to September 30, 2015 for direct services with final invoice due no later than October 31, 2015.
- Subcontracting:** The utilization of subcontracts will not be permitted in relation to this Agreement.
- Licenses:** Bidder **shall include in their response** to this packet evidence of their current registration as a PEO with the Ohio Bureau of Workers' Compensation.
- Insurance:** **Upon award**, the selected PEO will be required to provide a Certificate of Insurance naming the County of Summit as an Additionally Insured with regard to General Liability upon execution of this Agreement. Provider agrees to provide and maintain throughout the term of this Agreement the following with regard to insurance:

- (a) General Liability insurance with limits of One Million Dollars (\$1,000,000) per occurrence;
- (b) Certificates of Insurance: include accident, auto, general liability and property;
- (c) Workers' Compensation insurance in such limits as prescribed by law;
- (d) 30 days of advance written notice of policy cancellation, nonrenewal, reduction of limits, or other material modification

Bid Specifications: The following specifications are provided to interested parties to aid in the creation of a narrative response. The narrative shall be no more than three (3) type written pages:

In order to be considered under this bid request, the interested party must be registered and in good standing as a PEO with the Ohio Bureau of Workers' Compensation and be willing to enter into employment contracts with the youth participant work sites identified by CSDJFS establishing a co-employment relationship. Party will be responsible for soliciting, tracking, and maintaining all such contracts the language of which will be developed in conjunction and coordination with CSDJFS.

In bidding, the interested party will agree, if selected, to provide payroll services to an estimated 1,250 youth participants selected by CSDJFS and its recruiting/ matching Sub-grantees, with the following allowable line items: Payroll Function at \$8.25 per hour/youth for an estimated ten (10) weeks not to exceed 40 hours per pay period per youth, payable on a wage subsidy basis, including employer imposed taxes such as FICA, Workers' Compensation, FUTA, and SUTA. Healthcare deductions are not permissible under this Agreement. PEO will agree to pay the youth on a bi-weekly basis. Youth employment is slated to commence on Monday, June 15, 2015 and end on Saturday, August 22, 2015. CSDJFS reserves the right to determine all submitted line items and allowable costs to be included in the final Contract.

Bids are to include the total potential cost per participant and a breakdown of the quoted cost in the following manner: Costs related to the wages with a breakdown of each type of tax ("pass-through expenditures") and costs related to the processing of the wage subsidies (basically a fee for the service). The breakdown must clearly define each cost included in the total potential cost quoted which is estimated to not exceed \$1,825,000. Overhead and administrative costs must be presented as a dollar amount not as a percentage of wages paid.

Provide a budget and budget narrative describing each line item for services as described above in this section. Costs will be paid to the PEO following invoicing and will be made on the basis of payment of actual allowable and contracted costs only. Invoices for reimbursement should be submitted to CSDJFS at the conclusion of each pay period no later than two (2) weeks after each pay day.

The bid must also include verification that the bidding party meets the requirement that it is registered and in good standing as a PEO with the Ohio Bureau of Workers' Compensation.

The scope of work the bidder is responding to includes all items cited above as well as the following employment-related functions including, but not limited to:

- Supporting the staffing needs of pre-determined work sites by resolution of work site issues regarding attendance, payroll processing and new hires, etc.;
- Obtaining contracts with work sites and forwarding those contracts to CSDJFS within three (3) business days of execution;
- Issuing payroll checks to youth, by paper, electronically by direct deposit or pay card as deemed necessary by CSDJFS (indicate costs for each method in your bid);
- PEO will issue a stop payment on all re-issued paychecks that are lost or damaged; checks are not to be reprinted with the same check numbers under any circumstance;
- Calculating all necessary federal, state and local withholdings;
- Serving as the **liable entity** for employment regardless of the worksite where youth are assigned;
- Issuing year-end earning documents and forms to youth;
- PEO will accept spreadsheet from SCDJFS listing youth names and hours worked per pay period in order to facilitate each payroll run;
- Providing comprehensive payroll reports to SCDJFS no later than three (3) days prior to pay date. This report will entail details by participant and site, as required by CSDJFS, including, but not limited to: name of youth, age, work site, type of employment, reason for leaving (if applicable), salary, average hours per week, and specialized skills gained. This shall be in Excel format.
- Facilitating work site orientations which will occur in early June 2015;
- PEO will notify to SCDJFS of any money that is issued but not redeemed or redeemable by a youth employee within 30 days. If SCDJFS cannot locate the youth and the funds issued remain unredeemed then said funds must be sent to Ohio Department of Commerce Division of Unclaimed Funds in adherence with state law;
- Developing banking programs for cashing checks and/or direct deposit and/or pay card at no cost to participants; and
- Coordinating payroll delivery with CSDJFS' selected Youth Service subrecipients as applicable.

CSDJFS is seeking a single organization that meets the criteria through the responses to the following in your returned bid:

- Please describe your familiarity and experience in carrying out youth employment or similar programs in coordination with multiple worksites.
- Do you have the ability to partner with a local banking institution in order to set up cost-free checking accounts for participants as well as

the option of direct deposit, free check cashing and/or payroll cards (debit cards)?

- Demonstrate your ability to provide payroll services for all youth in the program. More specifically, elaborate on your ability to calculate and distribute payroll and any payroll-related expenditures on a bi-weekly basis. Elaborate on any experience with mandatory electronic-payment only employers.
- Provide evidence of the capacity of the organization to perform the work within the time limitations taking into consideration the current and planned future workload of existing staff at the organization (i.e. short timeframe, managing multiple youth at multiple locations, etc.).
- Please describe your controls and capacity to overall costs associated with this program until reimbursement is rendered by CSDJFS. For example the pass-through wages if all 1,250 youth were employed for the duration of the Summer Youth Employment Program, CSDJFS estimates gross total wages would be \$1,482,050.00.

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