

**Department of Job and Family Services****Request for Bid  
Employer of Record Services  
2014 Summer Youth Employment Program**

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**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 act as the "Employer of Record" for an estimated one thousand thirty (1,030) youth between the ages of 16-24. As the Employer of Record, the Party will agree to issue payroll on a bi-weekly basis and carry all liability and worker's compensation costs for youth assigned to worksites throughout the county. 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.

**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 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.

In bidding, the interested party will agree, if selected, to be the "Employer of Record" and provide payroll services to an estimated one thousand thirty (1,030) youth participants selected by CSDJFS and its recruiting/ matching Sub-grantees, with the following allowable line items: Payroll Function at \$8.00 per hour/youth for an estimated nine (9) fifteen (15) hour work weeks (not to exceed 30 hours per pay period) payable on a wage subsidy basis, including applicable benefit costs, excluding unemployment and healthcare deductions. Party will agree the youth will be payable on a bi-weekly basis. Summit County's summer youth employment program is slated to commence Monday, June 16, 2014 through as late as Sunday, August 31, 2014. 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: 1. Costs related to the wage subsidies themselves which should be viewed as "pass-through expenditures"; 2. Costs related to the processing of the wage subsidies, basically a fee for the service; 3. Costs related to the BWC liability and to support BWC payments. The breakdown must clearly define each cost included in the total potential cost quoted which is

estimated to not exceed \$210,595.00. 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 Employer of Record following invoicing and will be made on the basis of payment of actual allowable and contracted costs only. Invoices for reimbursement should be sent to CSDJFS upon release of payroll to the youth.

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.;
- Issuing payroll checks to youth;
- Calculating all necessary federal, state and local withholdings;
- Serving as the **liable entity** for employment ("employer of record") regardless of the worksite the youth are assigned;
- Issuing year-end earning documents and forms to youth;
- Reporting hours worked. This will include details by participant and site, as required by CSDJFS. Data will include, but is 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;
- Facilitating work site orientations which will occur between June 9-13, 2014;
- If applicable, coordinating background checks with the worksites to be reimbursed by CSDJFS;
- Developing banking programs for cashing checks and/or direct deposit at no cost to participants; and
- Coordinating payroll delivery with CSDJFS' selected Youth Service sub-grantees.

CSDJFS is seeking a single organization that meets the criteria through the bidders responses to the following:

- Please describe your familiarity and experience in carrying out youth employment 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 and free check cashing?

- Demonstration your ability to act as the employing entity (“employer of record”) 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.
- 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 1,030 youth were employed for the duration of the Summer Youth Employment Program, CSDJFS estimates gross total wages would be \$1,152,750.00.