



REQUEST FOR PROPOSAL (RFP)

PAYROLL SERVICES VENDOR

Michigan Works! West Central is funded by State and Federal funds and governed by local Workforce Development Boards and Local Elected Officials. More details available on the Legal Disclaimer page at <http://www.michworkswc.org/about/legal-disclaimer.html>.

Michigan Works! West Central is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Michigan Relay Service: 711 | Supported by the State of Michigan.

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PART I: General Information

Purpose

Michigan Works! West Central is seeking a vendor to provide payroll services for its work experience programs. The work experience programs find organizations that supervise employment of participants for a three (3) to six (6) month period. Program participants include: youth between the ages of 14-24 and adults 18 and older, Partnership Accountability Training Hope (PATH) participants and other program participants who want to work but have not yet acquired the skills or work history to obtain employment.

PART II: RFP PARAMETERS

Proposal Stipulations and Submission

The RFP will be made available in alternate format (audio type or large print) upon request. Requests for alternative formats shall be made in writing within three (3) business days of release of the RFP and shall be faxed to the attention of Shelly Keene at 231-796-8316, emailed to skeene@michworkswc.org, or hand-delivered/mailed to the address listed below.

In order to be considered for funding, **proposals must be received no later than 3:30pm on Friday, May 24, 2019** to:

Shelly Keene, Executive Director
Michigan Works! West Central
14330 Northland Drive
Big Rapids, MI 49307

Or electronically at:

skeene@michworkswc.org

Proposals or any part thereof received after this time will not be accepted.

Proposal submission must include:

- Completed Proposal Cover Sheet – Attachment A. Signed by an official authorized to bind the agency. The proposal will be considered a firm offer for a 60-day period from the submittal date.
- Written documentation that describes how the Scope of Work will be met.
- A detailed line item budget with a written narrative to support the budget details.

All proposals will be considered firm bids. No changes will be made after submission.

Inquiries concerning this RFP should be submitted in writing and directed to Shelly Keene at skeene@michworkswc.org no later than 3:30pm on May 10, 2019. All questions and answers will be posted on the Michigan Works! West Central website, www.michworkswc.org no later than 3:30 pm on May 14, 2019.

Contract Award

This request for proposals does not commit Michigan Works! West Central or its boards to award a contract, to pay any costs incurred in the preparation of an application to this request, or to procure or contract for services or supplies. Michigan Works! West Central and the boards reserve the right to accept or reject any or all applications received as a result of this request, or negotiate with all qualified sources to waive any informalities or minor irregularities in applications/proposals, or to cancel in part or in its entirety the RFP if it is in the best interest of Michigan Works! West Central or the boards to do so. Michigan Works! West Central is not required to award bids to the lowest bidder or to the best score, but must make award decisions based on best overall proposals considering all relevant factors, including price, technical qualifications, demonstrated experience, etc. The board may require the agencies selected to participate in negotiations and to submit price, technical, or other revisions of their applications that may result from negotiations. Michigan Works! West Central reserve the right to negotiate a renewal of contract award for up to one additional year, or to negate the renewal and re-release all or selected RFPs due to funding reductions, reallocations, lack of performance by contractor, or funding/program-related requirements at the state or federal level.

Time Period for Activities

A 13-month contract will be awarded, with the intent to allow for one, one-year renewal of the contract contingent upon acceptable performance, continued funding and authorization for activities and no major changes in legislation or programs. The contract time period will be June 1, 2019 to June 30, 2020. The one one-year renewal extends the contract to June 30, 2021.

Equal Opportunity and Nondiscrimination

All Contracts require and assure compliance with Equal Opportunity and Nondiscrimination requirements. Service Providers are required to comply with these requirements in the course of operating program services, including assurances of nondiscrimination in the provision of benefits, services and activities, in employment practices and in all terms, conditions and privileges of employment.

Conflict of Interest

A listing of the WDB/LEO members is included on the Michigan Works! West Central Website, www.michworkswc.org. Agencies are asked to identify any of the members the agency has an affiliation with and to identify the affiliation. Examples are WDB/LEO members who may be on an agency board, advisory committee, employee, or with whom the agency has a financial relationship. Most relationships do not affect the bid.

Cooling off Period

Michigan Works! West Central shall not approve or contract with, and will reject any bid or proposal submitted by an individual or entity who within the preceding 12 months, was themselves or employs anyone who is a current, dismissed, separated or formerly employed person of Michigan Works! West Central, and:

- a. Was employed in any position(s) of substantial responsibility in the area of service to be performed by the contract; or
- b. Participated in any way in the negotiations, transactions, planning, arrangements, or any part of the decision making process relevant to the proposed contract/service agreement, or was or is employed in a role of substantial responsibility in the same general subject area as the proposed contract; or
- c. Is an owner, officer, principal, partner or major shareholder of the proposed contractor.

This prohibition will apply to any qualified person(s) leaving the employment of Michigan Works! West Central, and will apply at all times during the 12-month period beginning on the date the person left the employment of Michigan Works! West Central, and will apply to any procurement issued or contract executed within that twelve-month period. Potential respondents must detail any Cooling Off Period disclosures on the Conflict of Interest Declaration section in Attachment A.

Lobbying Restrictions

Bidders may be disqualified from bidding if they engage in any activity involving WDB/LEO members which influences or attempts to influence the award, terms, or structure of an award of funding that bidding agency is applying for.

Bidders may be disqualified if they gain or attempt to gain any advantage via information or influence in the process. This includes lobbying Michigan Works! West Central staff and attempting or gaining information not available to other bidders or before it is released.

This applies to funding under the control of the WDB/LEO and includes the contents and development of the RFP and proposals.

Proposal Selection and Appeal Process

A bidding entity may appeal action taken on their proposal by requesting a review. The Request for Review shall state the basis of the appeal, founded on violation of the enabling legislation or other specific and relevant legislation, regulations, or requirements including State of Michigan, Talent Investment Agency Policy. The basis for the request shall be explicitly stated and make specific reference to appropriate sections of the law, regulations, etc.

An appeal will not be accepted if it attempts to modify or include additional information or clarifications not contained in the original proposal.

Process

A Request for Review must be made in writing, within 15 calendar days of the date after a funding decision has been rendered by the WDB/LEO. The Request for Review must be received by the 15th calendar day at:

Executive Director
Michigan Works! West Central
14330 Northland Drive
Big Rapids, MI 49307

A meeting may be scheduled to review the appeal within 30 days of receipt. The Grievance Procedure will be used from this point. Appeals that do not allege a violation of the appropriate legislation, regulations, etc. may be dismissed by the WDB/LEO.

Grievance Policy

A Grievance Procedure is established and maintained for resolving any complaints or grievance alleging a violation of any program that is administered by Michigan Works! West Central. All recipients of funding awarded by Michigan Works! West Central are subject to the Michigan Works! West central grievance procedures. These procedures, in detail, may be found posted at our service centers.

PART III: Scope of Work

Background

Michigan Works! West Central has identified the following responsibilities of the Payroll Service Provider:

1. Provide third-party payroll services to participants for the work experience program.
2. Serve as the employer of record for youth and adult participants for the work experience program as identified by Michigan Works! West Central.
3. Provide ongoing customer service to all candidates and Michigan Works! West Central staff, meeting all deadlines and communicating proactively.
4. Be responsible for the withholding and timely submission of all payroll taxes, including quarterly payroll reporting (941 and State SUTA), annual reports and W-2 processing, unemployment insurance (UIA), as well as workers' compensation insurance, property insurance and liability insurance, as required by federal, state and local laws.
5. Conduct background checks as requested by Michigan Works! West Central.
6. Provide a system for ongoing communication and validation of services (e.g. reports as needed).
7. Ability to process work permits and manage liability for workers 14-18 years old.
8. The proposer will implement procedures to ensure that timesheets are obtained from the employer in a manner which ensures timely payments.
9. The proposer agrees that records will be made available for monitoring purposes.

PART IV: PROPOSAL SUBMISSION

Narrative

Michigan Works! West Central is requesting a 1-3 page document that addresses the following:

- a. Describe how you would propose to deliver the list of activities identified in the "Proposed Scope of Work" section. Provide any other information or potential ideas you would like to add in addition to those listed in the "Proposed Scope of Work."
- b. Describe the staff and/or personnel that will be involved in the project. Please provide specific experience the staff has had with working with the state and the length of time.
- c. Include a list of references of businesses or organizations who have received payroll services from the bidding organization.

Budget

Provide a detailed line item budget with a written narrative to support the budget details. The budget detail should include an itemized breakdown of all expenses.

RFP Evaluation Criteria

Evaluation Criteria	Number of Points Possible
Proposal Narrative	20
Budget	40
Experience in Payroll Services	20
Reference Review	20
Total	100

Attachments

- a. Cover Sheet

MICHIGAN WORKS! WEST CENTRAL REQUEST FOR PROPOSALS COVER SHEET

<p>A. Legal Name & Address of Organization:</p>	<p>Received by Michigan Works! West Central</p>				
<p>B. Contact Person:</p> <p>Phone:</p> <p>Email:</p> <p>-----</p> <p>Alternate Contact:</p> <p>Phone:</p> <p>Email:</p>	<p>C. Bid Being Submitted for:</p> <p><input type="checkbox"/> Payroll Services Vendor</p>				
<p>D. Conflict of Interest Declaration</p> <p>A membership list of the Workforce Development Board and Local Elected Officials for Michigan Works! West Central is on the website at www.michworkswc.org. Does your organization have a relationship with any of these members?</p> <p><input type="checkbox"/> NO</p> <p><input type="checkbox"/> YES If YES, describe relationship</p>					
<p>E. Signature of Authorized Representative:</p> <p>The person whose signature appears below certifies the information given in this proposal is true and correct and that they are authorized to bind the proposing organization; certifies this proposal is a firm offer binding the organization for a period of 60 days, and understands that approved proposals are subject to negotiation.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border-bottom: 1px solid black; text-align: center;">Typed Name</td> <td style="width: 50%; border-bottom: 1px solid black; text-align: center;">Title</td> </tr> <tr> <td style="width: 50%; border-bottom: 1px solid black; text-align: center;">Signature</td> <td style="width: 50%; border-bottom: 1px solid black; text-align: center;">Date</td> </tr> </table>		Typed Name	Title	Signature	Date
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