**REQUEST FOR PROPOSALS**

**RFP NO. 21-052**

Sealed Proposals for **WORK EXPERIENCE PROGRAM PAYROLLING SERVICES TEMPORARY STAFF** for the El Paso County Pikes Peak Workforce Center, will be received by the El Paso County Contracts & Procurement Division, **until 2:00 PM (MT), Tuesday, June 29, 2021.** Proposals must be submitted online via Rocky Mountain E-Purchasing System at [www.bidnetdirect.com](http://www.bidnetdirect.com). Faxed or emailed proposals will not be accepted.

**There is no Pre-Proposal Teleconference for this RFP.**

All questions regarding this Request for Proposals shall be submitted in writing via [**www.rockymountainbidsystem.com**](http://www.rockymountainbidsystem.com). Do not contact any other individual regarding this solicitation. **Final questions are due no later than 2:00 PM (MT), Monday, June 14, 2021, submitted in writing via Rocky Mountain E-Purchasing System.**

**PLEASE USE THE ROCKY MOUNTAIN E-PURCHASING SYSTEM WEBSITE &** **LOG ONTO** [www.bidnetdirect.com](http://www.bidnetdirect.com) **TO DOWNLOAD DOCUMENTS.**

**EL PASO COUNTY CONTRACTS & PROCUREMENT DIVISION WILL NOT BE HELD RESPONSIBLE**

**FOR MISINFORMATION RECEIVED FROM PRIVATE PLAN HOLDERS.**

**It is the responsibility of all bidders to make sure they have obtained all solicitation documents and addenda and to include signed copies of each addendum signature page with their bid.**

BOARD OF COUNTY COMMISSIONERS

EL PASO COUNTY

/s/ SHERRI CASSIDY

CHIEF FINANCIAL OFFICER

|  |
| --- |
| **PUBLICATION DATES:** |
| **Rocky Mountain E-Purchasing:****June 2, 2021** **Fountain Valley News:** |
| **June 2, 2021****June 9, 2021** |

|  |  |
| --- | --- |
|  |  |

**EL PASO COUNTY**

**CONTRACTS & PROCUREMENT DIVISION**

#### RESPONSE CHECKLIST

#### RFP NO. 21-052

**WORK EXPERIENCE PROGRAM PAYROLLING SERVICES TEMPORARY STAFF**

The proposer’s attention is especially called to the items listed below, which must be submitted in full as part of the proposal. Failure to submit any of the documents listed below as a part of your proposal, or failure to acknowledge any addendum in writing with your proposal, or submitting a proposal on any condition, limitation or provision not officially invited in this RFP (Request for Proposals) may be cause for rejection of the proposal.

**THIS CHECKLIST MUST BE SUBMITTED AS PART OF YOUR PROPOSAL PACKAGE.**

Proposer shall check each box indicating compliance.

|  |
| --- |
| **Please submit the following items through Rocky Mountain E-Procurement Website.****See Proposal Submission section for details** |
|  | Response Checklist |
|  | Addendum(s) Acknowledgement (if any) |
|  | Letter of Introduction  |
|  | Understanding of Scope/Approach |
|  | Staff Resources |
|  | Qualification Statement  |
|  | Transition Plan |
|  | Insurance Certificates |
|  | Exceptions, if any |
|  | Fee Proposal (separate file) |

PLEASE READ THE **“INSTRUCTIONS FOR SUBMITTING PROPOSALS”** INCLUDED IN THIS PACKAGE**.**

|  |  |
| --- | --- |
| **COMPANY NAME:** | **PHONE NUMBER:** |
|  |  |
| **STREET ADDRESS:** | **FAX:** |
|  |  |
| **CITY, STATE, ZIP:** | **EMAIL:** |
|  |  |
| **AUTHORIZED REPRESENTATIVE NAME (PRINT**): | **TITLE:** |
|  |  |
| **AUTHORIZED REPRESENTATIVE SIGNATURE:** | **DATE:** |

**EL PASO COUNTY**

**CONTRACTS & PROCUREMENT DIVISION**

**GENERAL SPECIFICATIONS**

**FOR**

**WORK EXPERIENCE PROGRAM PAYROLLING SERVICES TEMPORARY STAFF**

1. **INTRODUCTION**

The Pikes Peak Workforce Center (PPWFC) is seeking proposals from existing, experienced, qualified firms to provide payrolling services for customers enrolled in its Work Experience Employment Program. The Contractor whose response is determined to be of best overall value to the PPWFC will be awarded a one-year contract, with the option to renew for up to four (4) additional one-year periods.

The PPWFC has developed a paid work experience program for customers involved in the Workforce Innovation Act (WIOA) youth and adult programs as well as various grant programs. The work experience program is designed to allow customer with little or no work history to be matched up with area businesses to obtain experience in the employment arena. Enrollment in work experience varies based on program funding and ranges from less than 20 during non –peak periods and more than 200 during peak periods for the general positions in the work experience positions. The high-risk positions range from less than 20 during the non-peak periods and more than 100 during peak periods. Please refer to Appendix A for high risk positions.

The PPWFC will actively recruit customers and businesses to participate in the program. Businesses will provide various positions within their organization that will allow PPWFC customers to develop skills and experience to become successful in a natural work environment. Customers will be matched with businesses according to general interest, aptitude, and skill level. The PPWFC will be responsible for payment of wages via the successful contractor while the customers are interning with local business. As the employer of record, the Contractor will be responsible for costs associated with payrolling, such as stop payment fees when applicable.

## **OBJECTIVES**

The successful contractor shall be able to perform **all the following services** for PPWFC’s Work Experience Employment Program and temporary staff members:

|  |  |
| --- | --- |
|  | Become employer of record. |
|  | Provide accurate collection and processing of timecards. |
|  | Process payroll checks on a weekly basis. |
|  | Provide Direct Deposit for weekly payroll. |
|  | Process tax collection and information (i.e. W-2, W-4, as required by Federal and State mandates. |
|  | Prepare all Federal and State payroll tax deposits. |
|  | Provide mandated insurance – Workers’ Compensation and General Liability as identified in in the attached Services Contract. |
|  | Prepare all Workers’ Compensation reporting. |
|  | Defend all Labor Board issues (if any). |
|  | Provide accurate invoicing to the County, to include copies of all timecards processed. |
|  | Initiate quarterly business meeting with PPWFC representative to discuss performance, areas of improvement, concerns, and next steps. Provide detailed minutes within three (3) working days of the meetings to the representative. |
|  | Ad-Hoc reports as requested by PPWFC. |
|  | Provide on-site assistance with new hire process as requested by PPWFC during peak volume periods.  |
|  | 1. Provide a Transition Plan detailing activities to be accomplished if the selected contractor is not the incumbent contractor.
 |

Successful contractor must also comply with all applicable State and Federal laws, rules and regulations, including, but not limited to: the Federal Privacy Act; Article 12 of Title 8, Colorado Revised Statutes; Title 29, Chapter 30, United States Code, and all regulations promulgated under those statutes.

The awarded contract will not be an exclusive contract. The County (PPWFC) reserves the right to engage others to perform the work if it deems it to be advantageous to the El Paso County (PPWFC).

1. **SCOPE OF WORK**
2. **CUSTOMER DEMOGRAPHICS AND TYPE OF WORK (NON-HIGH RISK)**

Below you will find the *anticipated* demographics for customers in the work experience program and the types of work they will perform. **PLEASE NOTE THE AGE OF THE CUSTOMERS**.

|  |  |  |
| --- | --- | --- |
| **Program** | **Customer Age** | **Type of Work Performed\*** |
| Youth  | 16-24 years  | Administrative General Laborer Hospitality MaintenanceTechnical Professional Retail  |
| Adult  | 18+ year | Administrative General Laborer Light Industrial Technical/ Professional  |

\***Examples of Types of Work**

* Administrative: office or clerical
* Light Industrial: assembly, machine operation, entry level manufacturing
* General Labor (non-high risk): janitorial, food preparation, skilled laborer, agriculture, sorting or packing, industrial art, or childcare
* Hospitality: culinary or event prep/ set up
* Retail: sales, customer service (front desk, advocate, client support)
* Technical/ Professional: network technicians or engineering

**Please note the type of positions listed under general labor, as they may be considered higher risk.**

1. **CUSTOMER DEMOGRAPHICS AND TYPE OF WORK FOR WORK EXPERIENCE PROGRAM (HIGH RISK)**

Below you will find the ***anticipated*** demographics for customers in the work experience program and the types of work they will perform. **PLEASE NOTE THE AGE OF THE CUSTOMERS.**

|  |  |  |
| --- | --- | --- |
| **Program** | **Customer Age** | **Type of Work Performed\*** |
| Youth  | 16-24 years  | LifeguardGeneral Laborer Welding Fire Mitigation Heavy Industrial Medical AssistanceConstruction |
| Adult  | 18+ year | General Laborer Welding Fire Mitigation Heavy Industrial Medical AssistanceConstruction |

**\*Examples of Types of Work**

* Lifeguard
* Fire Mitigation
* Welding: Intern, technician
* General Labor (high risk): construction or general laborer (lifting 50+lbs)
* Heavy Industrial: entry level and advanced manufacturing, or intern
* Medical Assistance: administer vaccines, health screener, temperature taking, administrative

**Please refer to Attachment A for examples of job descriptions for the above.**

1. **FEE PROPOSAL – Attachment B**

Fee/rate/cost schedule for services proposed to be submitted in a separate file.

1. **PROPOSAL PROCESS REQUIREMENTS**
2. **INQUIRIES**

Questions related to this Request for Proposals (RFP) shall be submitted in writing via **www.rockymountainbidsystem.com**. If needed, written responses to those questions shall be published as an addendum after final questions are due. Final questions are due **no later than Monday, June 14, 2021, 2:00 PM (MST).** **Do not contact any other individual regarding this RFP other than the Procurement Contact listed above.**

1. **PRE-PROPOSAL CONFERENCE – There will be no Pre-Proposal Conference for this solicitation.**
2. **PROPOSAL RESPONSE REQUIREMENTS**

The following items shall be included in the proposal in the order listed herein:

* + The Response Checklist (form included in this RFP package).
	+ Addendum acknowledgement signed for each addendum issued. The Addendum content does not need to be attached, just the acknowledgement page.
	+ Letter of Introduction
	+ Understanding of Scope/Approach
	+ Staff Resources
	+ Qualification Statement
	+ Transition Plan
	+ Copies of requested insurance certificates
	+ Exceptions, if any
	+ Fee Proposal (separate file)
1. **PROPOSAL SUBMISSION**

Proposals shall be submitted through Rocky Mountain E-Procurement System by **no later than 2:00 PM (MST), Tuesday, June 29, 2021** [**www.rockymountainbidsystem.com**](http://www.rockymountainbidsystem.com). Proposers shall submit three .pdf files: The COUNTY prefers the .pdf files to be searchable. Proposers shall follow the naming convention as described below.

* 1. Technical Proposal: Company Name RFP # Tech. Example (ABC Cleaning 19-001 Tech)
	2. Fee Proposal: Company Name RFP # Fee. Example (ABC Cleaning 19-001 Fee)
	3. Public Copy: Company Name RFP # Public. Example (ABC Cleaning 19-001 Public)

Public Copy shall be available for public inspection and should not contain any information that the proposer deems confidential and proprietary.

Proposals shall be signed by an authorized representative of the proposer. Failure to submit the information requested may result in the El Paso County Contracts & Procurement Division requiring prompt submission of missing information and/or giving a lower evaluation of the proposal. The Contracts & Procurement Division may reject proposals that are substantially incomplete or lack key information.

By submitting a proposal, you represent that you have (1) thoroughly examined and become familiar with the scope of services outlined in this RFP, and (2) are capable of performing quality work to achieve the COUNTY’s objectives.

1. **ORAL PRESENTATIONS / INTERVIEWS**

Firms submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal in an interview session with the Evaluation Committee. Additional technical and/or cost information may be requested from any firm by the Evaluation Committee prior, during or after the interview for clarification purposes, but in no way shall change the original proposal submitted. Interviews are at the option of the Evaluation Committee and may or may not be conducted. If required interviews shall be conducted via teleconferencing.

1. **RFP TIMETABLE**

***NOTE: THE DATES SHOWN IN ITALICS ARE APPROXIMATE, ARE NOT BINDING, AND ARE SUBJECT TO CHANGE.***

|  |  |
| --- | --- |
| RFP NOTICE ADVERTISED | JUNE 2ND & JUNE 9TH, 2021 |
| PRE-PROPOSAL CONFERENCE | N/A |
| FINAL RFP QUESTIONS DUE | 2:00 PM (MT), JUNE 14, 2021 |
| PROPOSAL DUE DATE | 2:00 PM (MT), JUNE 29, 2021 |
| EVALUATION OF PROPOSALS | *Week of July 5, 2021*  |
| INTERVIEWS (IF APPLICABLE) | *Week of July 12, 2021* |
| RECOMMENDATION OF AWARD TO CONSORTIUM BOARD  | *Week of July 19 or July 26, 2021* |

1. **TERM OF CONTRACT**

Issuance of this RFP and receipt of proposals does not commit the COUNTY to award a contract. The COUNTY reserves the right to postpone opening, to accept or reject any or all proposals received in response to this RFP. The COUNTY may negotiate with other than the highest ranked proposer should negotiations with the highest ranked proposer be terminated, or to cancel all or any part of this RFP.

The initial contract period will be from September 1, 2021 and continue for a period of one-year. However, awarded Contractor will be required as part of the contract, to participate in a required transition phase which is to start no later than August 1, 2021, should the incumbent not retain the contract.

The fees proposed shall remain firm during the initial contract period. The contract may be renewed for four (4) optional one-year terms upon satisfactory performance by the successful contractor and at a negotiated rate agreed to in writing at least ninety (90) days prior to the contract expiration date. Failure to negotiate an agreed-upon rate for the forthcoming year will result in non-renewal of the contract. Award of a contract or renewal of a contract is contingent upon available and approved funding.

Any contract awarded between El Paso County and the successful firm shall consist of the COUNTY’s standard Services Contract (a copy of which is included in this RFP package) signed by both parties, this RFP and any addenda, the submitted proposal, all negotiation documents and the resulting Purchase Order and original certificates of insurance.

If proposer does not agree with any terms or conditions of the COUNTY’s standard Contract or any items in this document, the proposer shall present its exceptions with its proposal. If no concerns are expressed by proposer, the COUNTY shall consider that all terms and conditions of the standard contract shall control. El Paso County reserves the right to reject proposals based upon exceptions to its standard contract terms and conditions.

A proposal shall be disqualified and rejected by the COUNTY if the price in the proposal was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to such prices with any other proposer, COUNTY employee, or any competitor.

The Proposer is prohibited from submitting multiple proposals in a different form (i.e. as a prime Contractor and as a sub-Contractor to another prime Contractor). Submittal of multiple proposals in different form may result in the disqualification of all Proposers associated with a multiple proposal.

Should any such prohibited action Stated above in this section be detected any time during the term of the Contract, such action shall be considered a material breach and grounds for Contract termination.

By submitting their proposal, the Proposer certifies that they are not currently debarred from submitting bids or proposals for contracts by any agency of El Paso County, Colorado and/or the State of Colorado, nor are they an agent of any person or entity that is currently debarred from submitting bids or proposals on contracts by El Paso County, Colorado or the State of Colorado.

1. **TRANSITION PLAN/PERIOD – NEW CONTRACTOR**

The COUNTY understands that there will be a transition period required for a new Contractor.

Proposer shall include in their proposal, a plan to describe the transition process to be used to assume the operations of the program. The estimated start date is to be determined and all parties involved shall be notified with at least a thirty (30) day notice and shall specify all tasks to be accomplished and time frames for each task.

The transition plan/period shall be included as part of the Proposer’s Fee Proposal.

During the transition, the Proposer shall minimize any disruption of services under the

existing contract.

1. **TURNOVER PLAN**

Awarded Contractor shall deliver to the Department, a preliminary plan to describe the turnover process to be used should the Work Experience Program end. The initial plan shall be submitted within ninety (90) days of the contract start date.

The Turnover Plan shall apply to any of the following circumstances: end of the contract term, loss of funding, or other termination by the Department. Contractor is required to provide a plan to achieve an orderly termination of the program or transition to the Department.

Contractor shall minimize any disruption of program services provided to all customers. Contractor shall maintain the program, contractual requirements, and effectiveness during the turnover process.

Contractor shall cooperate in all respects to assure a transparent turnover. Contractor shall maintain constant and adequate staff during turnover to perform all required business activities.

1. **INSURANCE REQUIREMENTS**

For proposal purposes, proposers shall submit copies of certificates of insurance for professional and general liability and workers' compensation, as referenced on the Response Checklist. The Contractor shall be required to provide original certificates of Insurance showing coverage for the items identified in the “INSURANCE CHECKLIST”, at its own expense, **naming El Paso County as an additional insured**, along with an original Workers’ Compensation certificate, both with a 30-day cancellation notice, and maintain such coverage for the duration of the proposal award/contract.

1. **EVALUATION AND AWARD PROCESS**

The Evaluation Committee shall evaluate all proposals received for completeness and the proposer’s ability to meet all specifications as outlined in this RFP. The committee may then short-list for interviews the specific firms whose proposals best meet all the criteria required.

1. **SELECTION CRITERIA**

The following factors (not listed in order of priority) shall be considered when evaluating each proposal. The COUNTY reserves the right to consider other factors not named here in making its decision.

1. Completeness of the response to this RFP
2. Project Plan
3. Experience, resumes, and references
4. Exceptions to General Services Contract (if any)
5. Fee Proposal
6. **ATTACHMENTS**
7. Insurance Checklist
8. Instructions for Submitting Proposals
9. Fee Proposal Form
10. General Services Contract

Any questions regarding this RFP must be directed to Donna Flath, CPPB, Procurement Specialist, Contracts & Procurement Division by e-mail to donnaflath@elpasoco.com

Donna Flath

Donna Flath, CPPB

Procurement Specialist

**EL PASO COUNTY**

**CONTRACTS & PROCUREMENT DIVISION**

**CONTRACTOR’S QUALIFICATION STATEMENT**

**for**

**WORK EXPERIENCE PROGRAM PAYROLLING SERVICES TEMPORARY STAFF**

This statement will provide information which will enable the County to evaluate the qualifications of your firm and staff with regard to the requirements of this Request for Proposals (RFP**).**

**Please complete this form in its entirety and submit it along with the other required proposal documents.** If there is not enough room on the form to answer the questions, attach additional pages if necessary.

|  |
| --- |
| **IF ADDITIONAL INFORMATION IS PROVIDED ON A SEPARATE SHEET FOR ANY OF THESE ITEMS, CLEARLY SPECIFY WHERE IT CAN BE LOCATED IN YOUR BID PACKAGE.** |
| **(PRINT or TYPE)** |  |
| FIRM NAME: |  |
| ADDRESS: |  |
| CITY STATE ZIP: |  |
| PHONE: |  | FAX: |  | Email: |  |
| AUTHORIZED REPRESENTATIVE NAME: |  |
| AUTHORIZED REPRESENTATIVE TITLE: |  |
| **AUTHORIZED REPRESENTATIVE** **SIGNATURE (sign here):**  |  |
|  |
| **1. TYPE OF BUSINESS** | **2. TYPE OF LICENSE & LOCATION** |
|  Corporation |  |  Individual |  |  |  |
|  Partnership |  |  Joint Venture |  |  |  |
|  Other: |  |  |  |
|  |
| **3. CONTRACTOR CLASSIFICATION**  |
|  | General Contractor |  | Electrical Contractor |
|  | Plumbing Contractor |  | HVAC Contractor |
|  | Roofing Contractor |  | Asbestos Removal |
|  | Other (Please Specify): |  |
| **4. NUMBER OF YEARS IN BUSINESS:** |  |
|  |
| 1. **On a separate sheet provide** a brief history of your firm, staff size and experience, include a resume for the

 project manager and each key personnel assigned to this project. |
|  |
| **6.**  | **What other name(s) has your company operated under:** |
|  |  |
|  |  |
|  |  |
|  |
| ***7.***  | ***Have you or your firm ever failed to complete any work awarded to you?*** |
|  | ***NO*** |  |  |  ***YES*** |  |  | ***IF “YES”, EXPLAIN:*** |
|  |  |
|  |  |
|  |  |
| ***8. Has any officer or partner of your organization ever been an officer or partner of another organization that failed to complete a contract within the last five (5) years?*** |
|  | ***NO*** |  |  | ***YES*** |  |  | ***IF “YES”, EXPLAIN:*** |
|  |  |
|  |  |
|  |  |
|  |
| ***9.***  | ***Has your firm or any partners or officers ever been involved in any bankruptcy action?*** |
|  | ***NO*** |  |  ***YES*** |  |  ***IF “YES”, EXPLAIN:*** |
|  |  |
|  |  |
|  |  |
|  |
| ***10.*** | ***Are you presently involved in any litigation with an owner or other government agency?*** |
|  | ***NO*** |  | ***YES*** |  | ***IF “YES”, EXPLAIN type, kind, plaintiff, defendant, etc. and state the current*** |
|  |  | ***status*** *(attach pages if necessary****):*** |
|  |  |
|  |  |
|  |  |
|  |
| ***11.***  | ***List three (3) similar projects*** *(local or state-wide)* ***from last five (5) years****: (include location of project; contact name, address, phone number; size of project (contract $ amount):* |
|  | ***(NOTE: Detailed information on these projects may also be requested in the solicitation package.)*** |
|  | ***a)*** |  |
|  |  |
|  |  |
|  | ***b)*** |  |
|  |  |
|  |  |
|  | ***c)*** |  |
|  |  |
|  |  |
|  |
| ***12.***  | ***List current similar projects (****local or state-wide****) under contract:*** *(include location of project, contact* |
|  | *name, address, telephone number, size of project (contract $ amount).* ***(NOTE: detailed information on these projects may also be requested in the solicitation package.)*** |
|  | ***a)*** |  |
|  |  |
|  |  |
|  | ***b)*** |  |
|  |  |
|  |  |
|  | ***c)*** |  |
|  |  |
|  |  |
| **13.**  | **BANK REFERENCE:** |  |
|  | Address: |  |
|  | Contact Name: |  | Phone: |  |
|  |
| **14.**  | **BONDING COMPANY AND AGENT:** |
|  | Company Name: |  |
|  | Agent Name: |  | Phone: |  |
|  | (A) Current Bonding Rate: |  |
|  | (B) Largest Individual Project Bond To Date: | **$** |
|  |
| **15.**  | **SURETY** (insurance**) REFERENCE FOR LAST FIVE (5) YEARS:** |
|  | Company Name: |  |
|  | Agent Name: |  | Phone: |  |