



2024 Request for Proposals (RFP) for Payroll Processing/Employer of Record for Work Experience Services
August 16, 2024
QUESTIONS AND ANSWERS

Comment: The work experience activity provides opportunities to participants with limited or no work experience some exposure to the world of work and improves the employability of participants. Some of the participants are being exposed to the workforce for the first time; some are pursuing a new career path, while others may need to overcome obstacles that are hindering their employment success. This program serves Youth (ages 16-24) and Adults.

Question 1: Can you provide a copy of the current workers' comp policy covering the existing Work Experience employees? If current policy is not available, could you provide current workers' comp codes by state, along with estimated annual payroll by code?

Answer 1: The bidders must provide workers compensation insurance in compliance with Texas and Florida states rules. C2 GPS does not have/carry worker's comp insurance. We do not have specific codes for the jobs we place our customers in; our placements are primarily in office, administrative and/or professional. There are some limitations regarding the type of work where work experience training participants are placed. Historically participants have been primarily placed in positions that include Legal Assistants, Court Clerks, Warehouse Workers, Recreational Workers, Hotel Front Desk Clerks, Retail Sales, File Clerks, Medical Secretaries, Phlebotomists, Childcare Workers, Teacher Assistants, and others positions as identified.

Question 2: Estimated number W2's to be produced annually?

Answer 2: Across all eleven workforce regions, the average number per month of work experience participants ranges from 50 -250 participants with the summer months being the prime time for work experience. Participants work 6 to 15 weeks maximum- work experience depends on employee skills and need and employer feedback on the length of employment, etc.

Question 3: Can you please advise if actual resumes are to be submitted, or could we utilize a bio description that highlights their experience be submitted instead?

Answer 3: Yes, a bio description will be sufficient unless employers ask for a resume, then we must provide a resume.

Question 4: It needs to be an EOR contract, as opposed to PEO, correct?

Answer 4: Yes, we need an Employer of Record/Payroll Processing for our Work Experience participants.

Question 5: When we provide our pricing for the RFP, are we able to provide a separate rate for admin, clerical, finance, professional and IT, versus a light industrial, warehouse and logistics rate in the same submission.

Answer 5: This is a competitive process; bidders should submit their mark-up rate cost as their company requires. We prefer one mark up for all job categories; however, you may submit different mark ups for different job categories.

If an employer requires the participant to pass a drug test, the cost will be reimbursed. Please provide cost for conducting testing/screens/checks including post-accident test, random tests in your response. Each of the participating worksites are expected to provide supervision, and if required, safety training, supplies, and equipment to perform the work. However, if it is necessary to provide the appropriate personal protective equipment, the cost is billable.

Question 6: Do the participating employers pay/reimburse C2 GPS for the employee wages, like a traditional staffing agency arrangement? OR are the wages for these employees being covered by other state, local or grant funding?

Answer 6: Work experience wages must be paid timely by the selected bidder according to the employer payroll cycle. The selected bidder will be reimbursed within 15 days upon the submission of a detailed and complete invoice. Wages may be covered by state, local or grant funding.

Question 7: Are the work experience employees paid under the same EIN as corporate C2 GPS employees?

Answer 7: The work experience employees are employees of the selected Employer of Record. Work experience employees are not C2 GPS staff or staff of our funding source.

Question 8: What is your current state unemployment rate for the states you operate in?

Answer 8: Texas June (4%), Florida June (3.3%).

Question 9: What is your average headcount per location?

Answer 9: Some workforce regions are new and do not have historical data.

Contracts	Calendar Year 2022	Calendar Year 2023	Average
Career Source Florida (Tallahassee)	57	92	75
Coastal Bend	207	225	216
Capital Area	91	67	79
Southeast	318	360	339
Tarrant	535	547	541
Alamo	383	337	360
Golden Crescent	96	94	95
Lower Rio	509	586	548
Southern Nevada	61	20	41
Permian Basin		10	5
TOTAL	2257	2338	2298

Question 10: Please clarify if you are looking for one markup or separate markups for different job categories (i.e., industrial and clerical).

Answer 10: We prefer one mark up for all job categories; however, you may submit different mark ups for different job categories.

Question 11: Are you able to provide addendums via email, or should we just look to the site for the follow-up responses?

Answer 11: All responses to the Questions and Addendums will be posted on the website - <https://www.c2gps.net/>, vendors should check the site for procurement updates.

Question 12: Are you able to please provide complete job descriptions?

Answer 12: Job descriptions may be available for some of the positions; however, we work with employers based on individual participant resume and the skills to be learned. As previously stated, some participants are learning new skills, other may be upgrading skills and still others, are learning to work in teams, improve communication skills, etc.

Question 13: Within the youth and adult day care centers, is that under the supervision, and if so, by whom?

Answer 13: Each of the participating worksites (the employers) are expected to provide supervision, and if required, safety training, supplies, and equipment to perform the work. Each of the participants is assigned a Career Counselor that maintains contact with the employer and the participant.

Question 14: Is this a new initiative for C2 GPS or an initiative up for rebid?

Answer14: This is not a new initiative for C2 GPS. The service is up for rebid.

Question 15: What is the historical spend by location?

Answer 15: The over-all average monthly expense for work experience is between \$150,000 and \$200,000.

Question 16: How is your program managed today, does it sit with one provider or multiple providers?

Answer 16: Currently, we have a contract with two providers.

Question 17: Can you please share your current markup?

Answer 17: No, this is a competitive process, each bidder should submit cost based on their own operation.

Question 18: Can you provide a breakdown of headcount by each of the categories listed in the RFP? (administrative offices, law offices, County/Municipal offices, warehouses, retail stores, child and adult day care centers, youth centers, medical offices, schools, and manufacturing facilities)

Answer 18: Each region has multiple sites; participants are assigned to only one worksite for their duration of the work experience. C2 GPS staff are constantly working to identify employers willing to participate in the program and sign a worksite agreement.

Question 19: If there is one, who is the current incumbent?

Answer 19: We do have a current contract; however, we will not disclose at this time.

Question 20: We were wondering if we could request the RFP in Word formatting to copy and paste these Attachment pages in the proper formatting to our proposal.

Answer 20: The RFP with Attachments in Word editable format may be found on the C2 GPS website: <https://www.c2gps.net/>

Question 21: We'd like to confirm and ask if we are able to submit this RFP as a singular office for our area only.

Answer 21: Reference RFP Section 2.1 page 7.

Question 22: We'd like to ask what the pay range would look like for these positions.

Answer 22: The pay rate offered to participants is no lower than minimum wage (or in some areas and for some positions at prevailing wage).

Question 23: What type of job titles will participants be placed in for worker compensation purposes?

Answer 23: See response for Question 1 and page 4 of RFP.

Question 24: What percentage of positions fall under warehouse and manufacturing facilities?

Answer 24: Our placements are primarily in office, administrative and/or professional.

Question 25: What is the average hourly pay rate offered to participants?

Answer 25: The pay rate offered to participants is no lower than minimum wage (See Answer 22 above).

Question 26: How many vendors will be awarded the contract?

Answer 26: See page 7 and page 11 of RFP - C2 GPS reserves the right to contract with one or multiple vendors.

Question 27: What does C2 GPS anticipate the annual spend on this contract will be?

Answer 27: The over-all average monthly expense for work experience is between \$150,000 and \$200,000.

Question 28: Page 12 – General Reporting – what types of reports would be required under this contract?

Question 28: Sample of requests may include: list of participants for a specific period, payroll records to validate, length of time at each worksite, participant specific data, etc. Your system must be capable of producing reports on demand.

Question 29: What is the anticipated headcount by the regions listed annually?

Answer 29: See question response 9.

Question 30: Can you please breakdown the total annual headcount for both 2022 and 2023?

Answer 30: See question response 9

Question 31: Can you please provide 2022 and 2023 annual spend on this project.

Answer 31: (See Answer 27 above).

Question 32: What volume of workers is anticipated on an annual basis?

Answer 32: See Answer 29

Question 33: Frequency of start dates?

Answer 33: The program is a year-round program. The biggest surge in number of participants occurs in the summer months.

Question 34: What is the pay rate for these workers?

Answer 34: (See Answer 22 above)

Question 35: As these will likely have a wide variety of job descriptions and workers compensation costs, is there any available reporting to show how many in each different job?

Answer 35: There are some limitations regarding the type of work where work experience training participants are placed. Historically participants have been primarily placed in positions that include Legal Assistants, Court Clerks, Warehouse Workers, Recreational Workers, Hotel Front Desk Clerks, Retail Sales, File Clerks, Medical Secretaries, Phlebotomists, Childcare Workers, Teacher Assistants, and others positions as identified.

Question 36: I see the range of 2-6 months – is there an average or does this vary based on the jobs?

Answer 36: There are a number of factors determining how long each individual will be on the payroll including: (1) participant assessments and aptitude, (2) business needs, (3) target industries and occupations, (4) funding availability, (5) individual workforce development/investment boards preferences, (6) program training limitations, (7) position assigned to the training participant; however, 6 to 15 weeks is the average.

Question 37: Will this be only in the US?

Answer 37: Yes, Texas and Florida – see RFP 2.1 Targeted Workforce Regions page 7.

Question 38: Are all workers over the age of 18?

Answer 38: This program serves Youth (ages 16 to 24) and Adults.

Question 39: Will there be prescreening/ background checks required? If yes, can you provide these details?

Answer 39: Drug and alcohol testing, drug screens, background checks and criminal background checks are based on business requirements where participants are placed (worksites). As employer of record, you are expected to administer all testing, background checks and related, as required by the employer (worksite). Bidders should describe the protocol for conducting such testing/screens/checks including post-accident test, random tests, and the cost for each.

Question 40: Will the workers have bank accounts for direct deposit?

Answer 40: Most of the participants will have direct deposit preference. You must be able to provide paper check for the participants who want a paper check.

Question 41: Personal cell phone or computer use to complete onboarding steps?

Answer 41: The Career Counselors (who are C2 GPS employees), enter participant information in the electronic onboarding system which generates a link along with individual credentials. The Work Experience training participant will access the link and complete their onboarding forms (application, I-9, W-4, etc.) prior to commencing at their respective worksite.

Question 42: Company certifications IES is not HUB certified but we are WBENC certified as a Woman owned and operated business. Would it be helpful to include this certification?

Answer 42: Yes, the certificate must be current and not pending.