

Request for Quotes (RFQ):
Payroll Services and Support
CareerSource Citrus Levy Marion
Internship/Work Experience Program

Overview and General Scope of Work

CareerSource Citrus Levy Marion (CSCLM) currently offers an internship/work experience (WE) program to support the transition to employment by providing eligible trainees 12 weeks of work experience through work-based training opportunities with public agencies and private sector businesses in Citrus, Levy and Marion Counties.

CSCLM is seeking a firm to provide services locally (able to service Citrus, Levy and Marion counties) to assist it in this program by serving as the agent handling payroll and related services. We are seeking a firm that can provide in-person services to ensure the best experience for our trainees and partnering businesses. CSCLM will be responsible for working with its educational partners and eligible students to develop educationally-appropriate internships and work experience opportunities, including the execution of all agreements.

The contractor chosen under this RFQ will be responsible for the following (please see full scope of work attached as Attachment A):

1. Working face-to-face with trainees to complete all payroll related forms and processes prior to the start of their internship
2. Explaining payroll schedules and procedures to the host organization (participating business)
3. Collecting time and attendance reports and processing payments, including delivery of paychecks/direct deposits to the trainee
4. Retention and submission of all time and attendance and payroll records for review by CSCLM, the State of Florida or the U.S. Department of Labor or their representatives.
5. Making appropriate payments on behalf of the trainees to the appropriate U.S. Government or State of Florida agency(ies)

CSCLM's initial plans are to provide internships/WE ranging from 10 to 20 participants, with a budget for internship/WE wages and benefits ranging around \$30,000.00 annually. Cost of the contractor to provide the above services will be in addition to the above-stated budget thresholds.

Under Florida Law, Chapter 445.009, persons enrolled in work experience program (internship/work experience qualifies) are covered by the State relative to workers compensation, therefore the contractor is not to provide workers compensation coverage. CSCLM will be responsible for informing the host agency and the student

of the procedures for reporting any worksite injury. Any work injury or workman's comp issues reported to the contractor should also be reported to CSCLM. Interns and work experience trainees will be compensated at the entry level wage for the related occupation with the host organization, less 10% (but never lower than minimum wage). CSCLM will advise the contractor of the rate of pay for each intern/WE and authorized number of hours per week, budget and length of agreement. No trainee will be paid for more than 40 hours per week with a maximum total of 360 hours. The selected contractor will be required to review the time sheets to ensure that the appropriate number of hours are recorded. The contractor will also inform CSCLM of any problems with obtaining time sheet records from the host agency.

While the initial budgeted amount for salary and benefit costs is stated above, this amount may change based on available funds for the period between contract signing and June 30, 2022; as well as in subsequent contract periods. Therefore, the basis of quotation will be the best overall rate for overhead and profit submitted by the respondent.

Responses/Quotation of Rate(s):

Responding firms must complete the attached Payroll Quotation Rate Sheet. In doing so, the respondent agrees to provide the services requested in this RFQ for the rate(s) quoted. We ask that each respondent provide the percentage of markup that will be applied to each spending threshold listed on the quote sheet.

Cost Reimbursement

The awarded contract will be on a cost reimbursement basis. The selected contractor agrees to bill CSCLM bi-weekly or monthly for all payroll and associated mark-up costs. The contractor agrees to submit acceptable documentation to verify all invoiced costs (copies of time sheets, mark-up calculations, etc.).

Period of Contract

The initial period of the contract issued under this RFQ will be August 1, 2021 through June 30, 2022. CSCLM and the selected firm may, at their option, extend this contract annually, for three additional one-year periods.

Anticipated Budget

We are anticipating that costs for the services listed in this document will range from 20-24% markup over each participant's base payroll.

Future Rate Negotiation

CSCLM requires that the rates quoted are valid for at least one calendar year from date of award. Since Workers Compensation is not required under this RFQ, CSCLM anticipates that the rates quoted will be good for a period of time beyond that year,

however, CSCLM will consider re-negotiating rates, provided that the selected entity advises of its request to re-negotiate at least 90 days prior to the date a re-negotiated rate would be effective. Nothing requires CSCLM to re-negotiate and a rate increase may cause us to cancel the contract prior to that date and seek other proposals.

Other Payroll Services

Should CSCLM determine, at a future date, that payroll services may be required for other training endeavors, and that the requirements of the payroll services and support fall within the scope of this RFQ, CSCLM may ask the selected entity to provide those services. Such services shall be provided at the rate(s) that are in effect at that time.

Stevens Amendment

The CareerSource Citrus Levy Marion Paid Internship and Work Experience program is supported by the Employment and Training Administration of the U.S. Department of Labor as part of an award totaling \$8,600,000.00 with no percentage financed from non-governmental sources.

Responses

Respondents must submit their responses in sealed envelopes so that they will arrive at the address listed below no later than 4:00 p.m. on June 30, 2021. All responses will need to be provided on the supplied form (attached). Inside the mailing package, the responses should be in an envelope(s) marked "Response to Payroll Services and Support RFQ to be opened June 30, 2021". Also include a contact name, company and street mailing address. All submissions must be received by the deadline listed above. Responses should be mailed/delivered to the following address. Submissions will not be accepted by e-mail. The e-mail address supplied below may be used to submit any inquiries regarding this RFQ.

Cindy LeCouris
CareerSource Citrus Levy Marion
Enterprise Center
3003 SW College Rd, Suite 205
Ocala, FL 34474
(352) 732-1700, ext 1464/FAX (352) 873-7956
clecouris@careersourceclm.com

CSCLM shall have the right to terminate this agreement if it fails to receive funding appropriate to continue operation. In such event, CSCLM shall give 30 days advance notice of intent to do so, or, if funding is not established in time to allow such, then such shorter period of notice as is possible, provided, however, that notice in no event shall be less than 30 days. CSCLM reserves the right to make no award on this RFQ, if most advantageous to CSCLM.

Parties wishing to protest the recommendations of the Executive Committee should file a written protest within three business days of the committee's action. Such protest should include the basis of the protest and any other pertinent materials which the party

wishes to have considered as justification for its protest.

Letters of protest should be addressed to:

Kim Baxley
CareerSource Citrus Levy Marion
Enterprise Center
3003 SW College Rd, Suite 205
Ocala, FL 34474

Upon receipt of a protest, the Chairman will convene a meeting of the Executive Committee. All parties involved in the protest will be notified of the protest and the time and place of the hearing of the protest by the Executive Committee. Any affected party may present, in writing, a response to the protest for consideration by the Executive Committee.

ATTACHMENT A

CareerSource Citrus Levy Marion

Internship and Work Experience

Scope of Work

I. Overview

CareerSource Citrus Levy Marion offers Internship and Work Experience opportunities to individuals that are currently engaged in the WIOA or WT programs that have received occupational skills training, need additional training and/or practical experience in a field of study, or to provide updated skills in order to gain employment.

Potential interns and work experience trainees must display the qualities of being positive, proactive, responsible, resourceful and eager to learn. While no intern or work experience trainees are guaranteed full-time work after the internship or work experience program, the workforce board is seeking employers who will consider the intern/work experience trainee for an opportunity for employment after the program should opportunities exist.

Program trainees are provided the opportunity to gain occupational based skills from an employer that agrees to provide up to twelve (12) weeks of work experience or training not to exceed 40 hours per week, or 360 hours total (whichever occurs first) of learning-rich, skills-building training. The goals of internship and work experience are to:

- 1) Provide a means to increase the trainee's general employability or occupational skills;
- 2) Provide unemployed individuals the opportunity to earn a training stipend while participating in an internship; and
- 3) Increase the chances of placement in unsubsidized jobs

The intent of an internship/work experience activity is to obtain experience. It is not the intent for an internship/work experience employer to enter into an agreement with the expectation that the trainee will be hired at the conclusion of training. It is our desire that the employer will value the intern/work experience trainee and will hire them into regular full-time employment. It is possible that further support through On-The-Job Training (OJT) may be used for some employers to retain the trainee if they have not acquired all the skills needed during the internship/work experience period and they would like to hire the trainee to complete the training.

Generally, **Work Experience** services are intended for individuals who fit the following categories:

- Have little or no prior experience in the workplace;
- Have experienced difficulty in maintaining employment in the past due to

barriers that can best be addressed and overcome through work experience enrollment;

- Have a need to experience the fundamentals of maintaining consistent employment;
- In most cases, have little or no previous experience in a new occupation of choice;
- Can be placed at a worksite that will provide occupation specific knowledge and experience in their area of occupational choice toward meeting their specific career goals

The **Internship Training** services offers interns an opportunity to participate in activities that:

- Provide post-training linkages to specific careers geared towards gaining experience;
- Encourage them to take responsibility for their learning; to understand and manage their career options;
- Promote their entry or re-entry into the job market;
- Expose them to a new working environment and help develop a thorough understanding of employer expectations;
- Expose them to new experiences and new ideas;
- Provide opportunities for career awareness/exploration;
- Incorporate ways to gain the necessary experience to secure unsubsidized employment.

The internship/work experience agreement must be in place prior to the internship or work experience trainee beginning the career training. The agreement must contain all of the applicable provisions and a copy must be maintained in the trainee and employer file. The agreement must also contain the specific dates of enrollment (beginning and ending dates); a complete job description including specific skills to be obtained; a training plan agreed upon by the employer and the CSCLM representative; a statement as to the amount of stipend/wage to be paid; and signed by the employer and CSCLM senior management staff. Labor standards apply in any internship/work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act. Trainees cannot be placed in a job that may cause the displacement of a regular employee.

II. Intern Selection

A. Internship/Work Experience Trainee Application Process:

All potential internship/work experience trainees vetted and referred by the CareerSource CLM representative will be required to attend an orientation regarding the internship/work experience program. An assessment of eligibility and suitability will be completed.

B. Eligibility:

Trainees that are enrolled into an internship/work experience opportunity must be eligible for WIOA or WT services in one of the following funding streams:

- WIOA Eligibility (*reference CLM OPS-26*)
 - Dislocated Worker
 - Adult (meeting Priority of Service)
 - Youth

- WTP Eligibility
 - Current Cash Assistance Recipient
 - Actively participating and complying with no active sanctions or pre-penalties

C. Worksite Training Program Rules and Regulations:

Each perspective trainee will be provided the Worksite Training Program Rules and Regulations that will include all pertinent information regarding the Internship/Work Experience Training Services. The trainee will be required to sign and date the document attesting they have received, read and understand all the rules and regulations.

D. Agreement for Background Check

Each perspective trainee will be provided a background check form for signature. All trainees will be screened prior to being referred to an employer work site. The background check will be completed by CSCLM or a contracted provider prior to being marketed to a potential training work site. It is the responsibility of CSCLM or provider to discuss with the Worksite Employer any acceptable background issues prior to marketing and/or referring any candidates. No internship/work experience participant should be referred to an employer if the candidate has any prior criminal issues that are not acceptable based on the employer's preference. Background results will be reviewed by CSCLM's Administrative Manager and EO Officer. This staff member will make the judgement call as to whether the individual should be referred to a work site if background issues are identified. No background results will be discussed by staff. Staff coordinating the Work Experience/Internship opportunity will be informed to either 'proceed' or 'do not proceed' based on results.

III. Employer Selection

CareerSource Citrus Levy Marion is responsible for providing interested employers with eligible and suitable interns and/or work experience prospects. The employer is responsible for interviewing and making the final selection of the trainee they would like to select for their worksite.

A. Job Training Plan Development:

Once the employer has selected an internship/work experience trainee they will be asked to participate in the development of a job training plan based on the trainee's existing skill set and skills gap.

B. Individual Employment Plan (IEP):

The IEP will be updated during a one-on-one appointment between the trainee and a CareerSource CLM representative. This process will also define the short and long term goals of the internship/work experience opportunity as well as future employment plans of the trainee. The trainee's IEP must identify their internship/work experience field of training while outlining goals and objectives with defined timelines and projected completion dates.

IV. Training Stipends/Wages

Internship/work experience trainees who actively engage in internship/work experience activities will earn a training stipend/wage at an agreed upon rate. Training stipends/wages may be issued using pre-paid, reloadable debit cards or check and will be issued on a weekly basis by the contracted staffing agency's agreed upon practices/policies. Internship and Work Experience trainee's will earn a training stipend/wage of 10% less than the standard hourly hiring rate or minimum wage per hour (whichever is greater).

V. Terminations

The occasion may occur when a trainee is not satisfied with an employer location or an employer may be dissatisfied by a trainee's progress or ability. Terminations may result in suspension of trainees and participating employers from the receipt of internship/work experience services for a period of time or indefinitely based on the situation.

The duration of suspension is at the discretion of CSCLM management. Each case will be reviewed before a determination is made. The CareerSource Representative along with the contracted staffing agency should make all efforts to salvage an internship/work experience assignment and location when possible. Suspension may be caused by several factors as listed below:

A. Trainee suspension may occur due to factors such as:

- An established pattern of tardiness or absenteeism
- Termination from a worksite due to negligent, malicious or unethical behavior
- Failure to comply with an employer's rules and regulations
- Substandard performance
- Failure to comply with CSCLM's rules and regulations
- Any action that could jeopardize the employer worksite or CSCLM in any manner

B. Employer Suspension may occur due to factors such as:

- Failure to adhere to the developed training plan
- Termination of a trainee without good cause
- Failure to comply with applicable labor laws
- Failure to comply with contracted staffing agency's employment practices and/or other traditional employment practices

- Any action that could jeopardize the trainee or CSCLM in any manner

VI. Support Services

Support Services provide a safety net to trainees as they enter or re-enter the labor market. Limited support services may be made available to trainees on an individualized case-by-case basis. The trainee must verify that a need exists in one or more of the below listed categories, and cannot be met by other community resources. Support services may be provided pursuant to *OPS-46 WIOA Adult and Dislocated Worker Services and OPS-81 WTP Support Services*.

- Transportation
- Clothing and Uniforms
- Tools of the Trade
- Other expenses required to retain the trainee at the worksite

VII. Processes and Procedures

Detailed position delineated procedures are listed below (additional actions may be required):

Job Readiness Coach/Career Coach or CareerSource Representative

- Identify successful occupational training completers (WIOA or WTP active customers) that have not obtained employment
- Identify potential trainees who are actively seeking employment. Potential trainees should have a quality resume and/or have completed the necessary resume workshops resulting in a quality resume

Business Development Staff - Once participants are deemed potentially eligible

- Contacts potential trainees and schedules attendance at the next available orientation session or one-on-one information session.
- Conducts the orientation which will include the Worksite Training Program Rules and Regulations, contracted staffing agency's application, screening for suitability, and background paperwork
- WIOA eligibility will be conducted by the appropriate WIOA Career Coach at the completion of the review (if not already eligible)
- Forwards paperwork to the Administrative Manager and EO officer to complete the background checks for all suitable potential trainee
- Drug screens can be done at the worksite employer's expense
- The contracted staffing agency will initiate each trainee's onboarding paperwork
- Copies of all completed forms are scanned to ATLAS in the trainee's electronic file

Business Development Staff

- Begins worksite recruitment based on the customers that were determined eligible and suitable
- Forwards eligible trainee's resumes to employers and coordinates interviews
- Drafts a worksite training plan based on the job description received from the worksite employer for signature once an eligible trainee has been selected
- Provides the employer and contracted staffing agency with procedures on workers compensation

Internship/Work Experience Employer

- Conducts interviews for each submitted candidate
- Selects the trainee of those referred for the internship/work experience position
- Notifies the Business Development staff of their trainee selection and agrees to executing an internship/work experience agreement prior to having the trainee start

Career Coach

- WIOA Career Coach meets with the trainee to complete an updated Individual Employment Plan (IEP) detailing the internship/work experience opportunity and the trainee's expected path to future unsubsidized employment

Business Development Staff

- Drafts two (2) original copies of the internship/work experience agreement
- Attaches copies of all completed Employer Internship/Work Experience forms to each copy of the agreement
- Submits two original copies of the agreement to CareerSource senior management for signature
- Meets with the employer to obtain signature on both original copies of the agreement
 - One original copy is provided to the internship/work experience employer
 - One original copy is provided to the Director of Program Development for retention
- Once the Business Development Staff verifies that the intern/trainee has started, they will advise the appropriate WIOA Career Coach to enroll the customer in a 218 (Internship) or 219(Work Experience) and 323 (Workplace Training and Cooperative Education) activity in the Employ Florida system with CareerSource Citrus Levy Marion as the provider for the 218 or 219 and the training site as the provider for 323. Youth will be enrolled in a 425 activity
- Scans all completed and signed forms and agreement packet to the trainee's and employer's electronic ATLAS file

Payroll Service

- Meets with each selected trainee to complete onboarding paperwork/process
- Reviews safety requirements as well as any requirements as defined by the

training employer.

- Receives and processes weekly stipend/wage payments for the intern/trainee.
- Compiles and forwards copies of the attendance sheets to the CareerSource Representative
- Will attend all scheduled meetings to process on-boarding paperwork for trainees at CareerSource Citrus Levy Marion locations

Business Development/Career Coach Staff

- The appropriate Business Development staff member conduct monthly follow up with the employer worksite representative
- The appropriate WIOA/WT Career Coach will conduct monthly follow up with each trainee.
- Sends employer final review for completion at end of internship
- The WIOA/WT case manager maintains copies of all documents in the ATLAS electronic files for the trainee
- The Business Development staff maintains copies of all documents in the ATLAS electronic files for the employer worksite

Internship Payroll Rate Quotation Sheet

Business Name: _____

Contact Name: _____

Contact Phone: _____

Contact e-mail: _____

Payroll Total	*Rate Quote
up to \$50,000	
\$50,000 to \$100,000	
\$100,000 and up	

Rate Quote column will include all contractor charges to support the payroll and related costs and and contractor services outlined in the RFQ, Excluding Workers Compensation

Please provide a summary of how you will provide services in our area.

Authorized Representative Name: _____

Authorized Representative
Signature: _____