



REQUEST FOR PROPOSALS
WORKFORCE INNOVATION & OPPORTUNITY ACT
WORK EXPERIENCE PAYROLL SERVICES

May 1, 2024 – December 31, 2024

Request for Proposals (RFP) Issued	February 22, 2024
Contact Information	Email: rfprelease@novaworks.org
Question Period	February 22, 2024 to March 6, 2024, 3:00 p.m. PST All questions must be submitted to: rfprelease@novaworks.org
Proposals Due	March 13, 2024, 3:00 p.m. PST Submit electronically to rfprelease@novaworks.org
Written Notification of Recommendations	March 21, 2024
Contract Begins	May 1, 2024

This Request for Proposals (RFP) and supporting documents are posted on NOVAworks' website at: <https://novaworks.org/about/rfp>.

I. Introduction

Young adults are the future of our workforce, but it is estimated that close to 12,000 young adults in the NOVAworks region are not connected to two of the more significant economic stabilizing influences: education and early work experience. Evidence suggests that providing young adults with a paid work experience in combination with other supports can significantly improve a young person’s future career opportunities. To this end, the NOVAworks Workforce Development Board (WDB) issues this Request for Proposals (RFP) to solicit payroll service providers to provide payroll support services as the employer of record during a paid work experience (WEX).

While WEX payroll services will primarily be utilized for Workforce Innovation and Opportunity Act (WIOA)-eligible at-risk young adults, ages 16–24, residing or attending school in San Mateo County and northern Santa Clara County, they may also be utilized for adults and non-WIOA-eligible young adults. The goal is to serve up to 80 participants in paid work experience, annually. A participant engaged in a WEX assignment can expect to be paid the city’s minimum wage and to work up to 200 hours at a safe worksite. Participating business partners can expect to receive a professional and eager youth who is ready to work hard and gain valuable new skills.

The *mission* of the NOVAworks young adult program is to deliver year-round programs offering a wide variety of career services, including paid work experience, to young adults throughout the NOVAworks region. The *vision* is to provide young adults with opportunities to develop the skills and networks needed for economic mobility by building upon and leveraging community and industry partners.



WEX payroll services will primarily be funded through the Workforce Innovation and Opportunity Act (WIOA) that affirms the U.S. Department of Labor’s commitment to providing high quality services for youth and young adults beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand

industries and occupations and culminating with a good job along a career pathway or enrollment in post-secondary education.

Eligible Applicants

This RFP is made available to proposers from for-profit organizations, non-profit organizations, educational institutions, and public agencies with experience in offering staffing and payroll services. Awardees must cover workers compensation insurance for the participants and adhere to all applicable laws and regulations, i.e., those regulating hours of employment, minimum wage, working conditions, right to work, work permits, etc.

Funds Available

Funding for the WEX payroll services will come from the following sources:

- 50% from Federal WIOA Title I formula
- 50% from NOVAworks Foundation

Costs for payroll services will be incurred on a per participant enrollment basis and the total cost of providing payroll services will be dependent on the number of participants enrolled in work experiences. Costs for enrolling customers should be described as a percentage of participants' hourly salary during their work experience. We anticipate that up to \$100,000 of funds will be available to the successful WEX payroll services bidder to setup and process youth work experience earnings. All figures are planning estimates only. The cost per person will be considered as part of budget evaluation.

NOVA Workforce Services (NOVAworks) reserves the right to adjust award amounts based on its final allocation, other sources of funding, and on the responses to this RFP, and to award contracts to one or multiple providers. Interested parties may submit responses for all or a portion of the funds identified.

The contract period is anticipated to begin on **May 1, 2024**, and end on **December 31, 2024**. The contract may be extended for up to three additional full years, dependent upon successful performance results and available funding.

II. Scope of Services

The response to this RFP will provide payroll services to serve primarily WIOA-eligible in- and out-of-school youth, ages 16–24. Payroll services may also be needed to serve a smaller number of adults. All proposals must be comprehensive and address the full scope of services detailed in this RFP.

Specific payroll services required of successful bidders include:

1. Serve as the employer of record for the youth and/or adults entering work experiences
2. Provide payroll services including distribution of pay (Offering Direct Deposit and Debit Card forms of payment), and handling of legally required state and federal payroll deductions
3. Be willing and able to operate on a reimbursement basis with costs based on applicable wage, insurance, benefits and a “per head” or other participant-based fee to cover operating costs.
4. Complete worksite safety checks

5. Conduct a “new hire” onboarding for youth including the collection of i9 paperwork
6. Utilize online signature systems for document and timecard signing
7. Engage young adults and businesses when a signature or completed timecard is needed
8. Provide training in payroll systems to youth, participating business partners, and NOVAworks staff
9. Provide youth, participating business partners, and NOVAworks with ongoing payroll support
10. Provide relevant insurances (i.e., Worker’s compensation)
11. Coordinate background checks (If necessary)
12. Provide on-time monthly invoicing to NOVAworks
13. Serve a variety of job-seeking clients with a wide range of work experiences, including no previous work experience

Services NOT required of the payroll provider:

1. Develop worksites, although NOVAworks would welcome recommendations
2. Provide coaching or supportive services
3. Facilitate accountability discussions

A. Record Keeping

Successful Proposers will be expected to maintain complete up-to-date and accurate records and management controls. Individual and aggregate costs information should be maintained in real time and be ready for sharing with NOVAworks staff when requested. Records must be kept confidential in compliance with state and federal requirements. **See Section C. Confidentiality for more information.**

Service providers will be expected to maintain complete fiscal and accounting records including, but not limited to, backup documentation of all contract expenditures and demonstration of acceptable accounting methods to allocate costs.

All records relating to this work experience program are subject to review and monitoring by NOVAworks, the State of California, and the U.S. Department of Labor and shall be made available upon request.

Financial records, supporting documents, statistical records, and all other records pertinent to an award shall be retained for a period of three years from the date of submission of the final expenditure report or, for awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, as authorized by DOL.

B. Accessibility Requirements

Per guidance from the *State Workforce Services Directive 17-01*, https://edd.ca.gov/siteassets/files/Jobs_and_Training/pubs/wsd17-01.pdf, service providers must adhere to the following accessibility requirements:

No qualified individual with a disability may be excluded from participation in, or be denied the benefits of a recipient's service, program, or activity or be subjected to discrimination by any recipient because a recipient's facilities are inaccessible or unusable by individuals with disabilities. Recipients that are subject to Title II of ADA of 1990 must also ensure that new

facilities or alterations of facilities that began construction after January 26, 1992, comply with the applicable federal accessible design standards, such as the ADA Standards for Accessible Design (1991 or 2010) or the Uniform Federal Accessibility Standards. In addition, recipients that receive federal financial assistance must meet their accessibility obligations under Section 504 of the Rehab Act and the implementing regulations at 29 C.F.R. part 32. Some recipients may be subject to additional accessibility requirements under other statutory authority, including Title III of the ADA that is not enforced by the DOL's Civil Rights Center (CRC). As indicated in 29 C.F.R. part 38.3(d)(10), compliance with this part does not affect a recipient's obligation to comply with the applicable ADA Standards for Accessible Design.

All WIOA Title I-financially assisted programs and activities must be programmatically accessible. This includes providing reasonable accommodations for individuals with disabilities, making reasonable modifications to policies, practices, and procedures, administering programs in the most integrated setting appropriate, communicating with persons with disabilities as effectively as with others, and providing appropriate auxiliary aids or services, including assistive technology devices and services, where necessary to afford individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of, the program or activity.

C. Confidentiality

Successful Proposers acknowledge that they will exchange various kinds of information pursuant to this program. That information will include data, applications, program files, and databases. These data and information are confidential when they define an individual or an employer. Confidential information requires special precautions to protect it from unauthorized use, access, disclosure, modification, and destruction. Each party shall keep all information that is exchanged between them in the strictest confidence and make such information available to their own employees only on a "need-to-know" basis. Refer to NOVAworks' *Protection of Personally Identifiable Information & Other Confidential and/or Sensitive Customer Information* policy and procedures for guidance available on NOVAworks' website at <https://novaworks.org/about/rfp>.

D. Technical Qualifications

To be eligible for consideration, proposers submitting proposals may not have a financial or policy interest in NOVAworks or the City of Sunnyvale (City). If such interests exist, they must disclose said interest and recuse themselves from any actions that may pose a conflict of interest. Proposers must also demonstrate, but not be limited to:

- Experienced staff to provide the services described herein or must show the ability to acquire such staff.
- Demonstrated experience in effectively performing similar types of services in the public or private sector. References from organizations where these services were delivered is encouraged.
- Capacity to deliver services remotely, if needed.
- Legal capability to enter into a contract for the delivery of these services, and ability to contract in a timely manner.

- Ability to fulfill contract requirements, including the indemnification and insurance requirements.
- If applicable, satisfactory performance under a current or past contract with NOVAworks for similar services.
- Capacity to maintain adequate files and records, comply with confidentiality mandates, and meet reporting requirements.
- Capability to fiscally and administratively provide and manage the proposed services on a reimbursement basis (no advance funding), to ensure adequate audit trail, to maintain audit-ready files, and to monitor its own organization files (internal audit function).
- Knowledge and understanding of Federal Fair Labor Standards Act and rules; and regulations and policy directives regarding the Workforce Innovation and Opportunity Act programs issued by the State of California Employment Development Department.
- Does not provide for the advancement or aid to any religious sect, church or creed, or sectarian purpose.
- Knowledge and understanding of OMB's uniform administrative requirements ("Uniform Guidance") at 2 C.F.R. part 200 et al; and 2 C.F.R. part 2900 et al.
- That it is an Affirmative/Equal Opportunity Employer. If selected for funding, the lead agency and the collaborative partner agencies will be required to meet nondiscrimination and EEO requirements.
- Compliance with requirements for lobbying, debarment and suspension, energy efficiency and other environmental regulations, the Steven's Amendment, domestic partners, child support, gender identity, and drug-free workplace certification, among others.
- Registered with the federal System for Award Management (SAM) and neither contractor nor its principals are listed on the government-wide Excluded Parties List System.

III. RFP Process Information

Contact Information

The primary method of contact for information on this RFP is through:

Email: rfrrelease@novaworks.org

Any questions concerning this RFP, the application process, or programmatic issues must be submitted via email to rfrrelease@novaworks.org by **3:00 pm PST on March 6**. Answers to certain questions arising from the process, significant interpretations, direction, or revisions to the RFP will be posted on the NOVAworks website at <https://novaworks.org/about/rfp>. Proposers are encouraged to check the website for any updated information.

Submission of Proposals

Proposal must be submitted to rfrrelease@novaworks.org and received by the City **by the deadline of March 13, 2024, 3:00 pm PST**.

Please Note: There is a 25MB limit to the size of the email. Please keep this limitation in mind if including graphics and/or charts.

Proposals received after the stated timeframe will be rejected.

All proposals shall be deemed public documents at the time of contract award to the successful Proposer. The RFP is intended to be worded in a manner so as not to elicit proprietary information. If proprietary information is submitted as part of the proposal, such information shall be clearly labeled "Proprietary" and accompanied by a request that the information be returned by the City to the Proposer upon completion of this RFP process. If proposals contain proprietary information, then proprietary paragraphs and/or other data should be clearly marked as noted above.

The information on the pages of the proposal identified as proprietary will be used only for the evaluation of the proposal, but Proposer understands that disclosure may be required under the California Public Records Act or other Federal, State, and Local law, as determined by the City.

Note that wholesale use of headers/footers bearing designations such as "confidential", "proprietary", or "trade secret" on all or nearly all of a proposal is not acceptable and may be deemed by the City as a waiver of any exemption claim. Any Proposal that includes a blanket statement or limitation, which would prohibit or limit public inspection may be considered nonresponsive and may be rejected. Pricing information is generally not considered proprietary information.

The identification of exempt information must be more specific. The City assumes no responsibility for disclosure or use of unmarked data for any purposes.

Review and Rating of Proposals

NOVAworks will screen all proposals received by the submission deadline for administrative compliance with the proposal instructions and format specifications. Proposals not in compliance with these requirements will not be forwarded to the RFP Review Committee.

All efforts will be made to keep the Review Committee free of any conflict of interest. The panel may include a wide range of workforce experts representing different aspects of workforce development.

The RFP Review Committee will evaluate all proposals passing the above threshold based on the information included in the proposal narrative and budget. The panel will consider all of the program design factors described in the proposal and will evaluate how well the proposal meets the needs outlined herein. The Committee may conduct oral interviews to further clarify and evaluate proposal details.

Each proposal will be given a score between 0 and 50 and will be rated in the following categories:

1. **Responsiveness to RFP (25 points)**

Proposals will be rated in terms of their response to the requirements of the RFP and, in particular, Section II. Scope of Services.

- Fully responds to all requested information, adheres to template parameters, and provides relevant supporting detail.
- Responds to technical qualifications with direct experience providing services, supporting customers of workforce development programs, and other requirements as specified.
- Proposes additional no-cost services included in funding request.

- References can speak to bidder’s experience in a workforce development or social services context.

2. **Budget / Budget Narrative (25 points)**

This category will evaluate the competitive cost of the provision of payroll services and the degree to which expenditures of funds relate to program outcomes.

- Has a competitive price for the services offered.
- Can fully satisfy the financial requirements of the RFP include reimbursement.
- Demonstrates knowledge of OMB’s uniform administrative requirements (“Uniform Guidance”) at 2 C.F.R. part 200 et al; and 2 C.F.R. part 2900 et. al

The Review Committee, with NOVAworks staff assistance, will prepare a recommendation to the NOVAworks senior leadership team for review and approval.

This RFP does not commit NOVAworks to award a contract, to pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies. NOVAworks reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety, with or without cause, this Request for Proposal if it is in the best interest of NOVAworks to do so. Should a failed competition (only one responsive proposal is received) result from this RFP, NOVAworks has the option to recompet the procurement or enter into a sole source procurement, whichever is deemed appropriate. NOVAworks may require the proposers selected to participate in negotiations, and to submit such price, technical, or other revisions of their proposals as may result from negotiations.

Type of Contract

NOVAworks reserves the right to utilize the most appropriate contract methodology, including performance-based and/or cost reimbursement. As NOVAworks’ fiscal agent is the City of Sunnyvale, the contract will be issued in the name of the City of Sunnyvale.

Indemnification

To the fullest extent permitted by law, Service Provider shall hold harmless, defend at its own expense, and indemnify the City and its officers, officials, employees, agents, and volunteers, against any and all liability, claims, losses, damages, or expenses, including reasonable attorney’s fees, arising from all acts or omissions of Service Provider or its officers, agents, or employees in rendering services under this Agreement; excluding, however, such liability, claims, losses, damages, or expenses arising from the City’s sole negligence or willful acts. The defense and indemnification obligations of this agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in this agreement. Service Provider’s responsibility for such defense and indemnity obligations shall survive the termination or completion of this Agreement.

Insurance Requirements

If awarded the contract, the service provider must comply with the City of Sunnyvale’s (City) insurance requirements, as follows:

The service provider shall procure and maintain, at its own expense, during the life of this Agreement, policies of insurance, in compliance with this section below unless expressly waived, in writing, by the City Risk Manager. The City utilizes PINSAdvantage.com (PINS) to track and verify all insurance related documents. Before commencement of the agreement, the service provider shall furnish City Risk Manager, through the PINS system, certificates and endorsements showing the type, amount, class of operations covered, effective dates and dates of expiration of insurance coverage for approval by City Risk Manager.

Service Provider shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work by the Service Provider, their agents, representatives, or employees.

Minimum Scope and Limits of Insurance. Service Provider shall maintain limits not less than:

1. **Commercial General Liability:** coverage written on an occurrence basis with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury, personal injury and property damage. ISO Occurrence Form shall be at least as broad as CG 0001.
2. **Automobile Liability:** coverage with a combined single limit of not less than \$1,000,000 applying to all owned, non-owned, or hired vehicles used in conjunction with this Agreement for bodily injury and property damage. ISO Form shall be at least as broad as CA 0001.
3. **Workers' Compensation: Statutory Limits and Employer's Liability** \$1,000,000 per accident for bodily injury or disease.

Industry Specific Coverages. If checked below, the following insurance is also required:

Professional Liability / Errors and Omissions Liability coverage with limits not less than \$1,000,000 per occurrence or claim.

Valuable Papers and Electronic Data Processing with limits not less than \$10,000 each.

Cyber & Tech Liability coverage with limits not less than of \$1,000,000 per occurrence or claim.

Commercial Crime coverage with limits not less than \$1,000,000 per occurrence to include employee and non-employee dishonesty and theft, forgery, fraud, disappearance and destruction of money and securities.

If working directly with minors, the Certificate of Insurance must include coverage for **sexual abuse and molestation** with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.

Deductibles, Self-Insured Retentions and Other Coverages:

Any deductibles or self-insured retentions must be declared and approved by the City of Sunnyvale, Risk Manager. The Service Provider shall guarantee payment of any losses and related

investigations, claim administration and defense expenses within the deductible or self-insured retention.

The aforementioned insurance requirements can be met through any combination of self-insured, primary and excess/umbrella policies that fulfill the stipulated coverage as cited above.

Other Insurance Provisions:

1. During the term of the Agreement, the City of Sunnyvale, its officers, officials, employees, agents, and volunteers are to be covered as an additional insured in the Service Provider's commercial general liability policy (and if industry specific coverage is checked above, valuable papers, electronic data processing, cyber, and sexual abuse and molestation liability policies) with respects to liability arising out of activities performed by or on behalf of the Service Provider; products and completed operations of the Service Provider; premises owned, occupied or used by the Service Provider. The coverage shall contain no special limitations on the scope of protection afforded to the City of Sunnyvale, its officers, officials, employees, agents, or volunteers.

Additional Insured Endorsement for ongoing operations at least as broad as ISO CG 20 10 Scheduled, or automatic CG 20 38.

2. During the term of the Agreement, the Service Provider's Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City of Sunnyvale.
3. For any claims related to this agreement, the Service Provider's insurance shall be primary. Any insurance or self-insurance maintained by the City of Sunnyvale, its officers, officials, employees, agents and volunteers shall be excess of the Service Provider's insurance and shall not contribute with it and shall be at least as broad as ISO CG 20 01 04 13.
4. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City of Sunnyvale, its officers, officials, employees, agents or volunteers.
5. The Service Provider's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
6. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City of Sunnyvale.
7. Any umbrella or excess Insurance Liability policies shall be true "following form" of the underlying policy coverage, terms, conditions, and provisions and shall meet all of the insurance requirements stated in this document, including the additional insured, SIR, and primary and non-contributory insurance requirements for the benefit of City (if agreed to in a written contract or agreement) until all coverage carried by or available to

the Service Provider's primary and excess liability policies are exhausted and before the City's own Insurance or self-insurance shall be called upon to contribute to a loss.

8. The policy limits of coverage shall be made available to the full limits of the policy. The minimum limits stated above shall not serve to reduce the Service Provider's policy limits of coverage. Therefore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified in this agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured, whichever is greater.

Acceptability of Insurers:

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, and who are admitted and authorized to do business and in good standing in California unless otherwise acceptable to the City of Sunnyvale's Risk Manager.

Verification of Coverage:

The City of Sunnyvale utilizes PINSAdvantage.com (PINS) to track and verify all insurance related documents. The City is no longer accepting Certificates of Insurance by mail and requires the use of PINS. The City will email the Service Provider requesting proof of insurance for this Agreement through the PINS platform (no-reply@pinsadvantage.com), which include instructions on how to upload insurance documents electronically. Service Provider shall furnish the City of Sunnyvale with an electronic or original Certificate of Insurance effecting the coverage required. The certificates are to be signed by a person authorized by that insurer to bind coverage on its behalf and name City of Sunnyvale, Attn: Risk Management, 456 W. Olive Ave., Sunnyvale, CA 94088 as the certificate holder. All certificates are to be received and approved by the City of Sunnyvale, Risk Manager prior to commencement of work.

The Service Provider shall provide certificate(s) evidencing renewals of all insurance required herein prior to the expiration date of any such insurance. Service Provider shall submit insurance certificates reflecting the policy renewals through PINS. The City reserves the right to require complete, certified copies of all required insurance policies, at any time.

Subcontractors

No subcontractors shall be allowed in this contract.

Contract Award

NOVAworks may award a contract(s) based upon offers received without discussion of such offers with the proposer. Each offer should be submitted in the most favorable terms from a price and technical standpoint. However, NOVAworks reserves the right to request additional data or oral discussion/presentation in support of written proposals.

Prior to any contract negotiations, the applicant/agency must be prepared to submit the following that include but are not limited to:

- Form W-9 with Federal ID number
- Proof of insurance

- Signatory authorization
- Audit report for the past fiscal year

Award Notification and Debriefing Process

The contact person listed on the Proposal Summary Form will be informed of the results of this RFP by email.

Applicants whose proposals are not recommended for funding may request a debriefing within seven (7) days of being notified of the decision. Requests must be submitted to rfprelease@novaworks.org.

Request for Proposals Timeline

RFP Release Date	February 22, 2024
Deadline to Submit Questions	March 6, 2024 by 3:00 p.m. PST Email: rfprelease@novaworks.org
Deadline to Submit Proposal	March 13, 2024 by 3:00 pm PST Proposal must be submitted to the email address: rfprelease@novaworks.org .
Proposal Review and Scoring by Committee	By March 20, 2024
Proposer Finalist Interviews (if needed)	By March 21, 2024
Written Notification of Recommendations (sent to proposers)	By March 21, 2024
Deadline to Request Debriefing	By March 28, 2024 at 5:00 p.m. PST Request must be submitted to the email address: rfprelease@novaworks.org .
Contract Signed and Services Begin	By May 1, 2024

With the exception of the proposal submission deadline, all dates are subject to change.

Proposal Instructions and Format

1. **Proposal is due by 3:00 p.m. PST on March 13, 2024 to the following email address: rfprelease@novaworks.org.**
2. All proposals must be submitted as requested. Late or incomplete proposals will not be considered.
3. Do not include literature or attachments beyond that necessary to present a complete and effective proposal. Failure to submit a concise, complete proposal shall be evidence of the proposer's inability to undertake program objectives.
4. All narratives will be typed in Arial (regular) or Times New Roman font, 12-point size or larger, on 8 ½" x 11" pages, with 1" for all margins. All narratives will be one and a half lines (1.5) spaced with pages numbered sequentially. **There is a page limit of 10 pages for the narrative section (including Executive Summary).**
5. Complete the following and include in the proposal. Note that the Word version, as applicable, of Enclosure I is on NOVAworks' website at <https://novaworks.org/about/rfp>.
 - a. RFP Proposal Summary Form (Enclosure I)
 - b. RFP Proposal Narrative Section (Enclosure II)
 - c. RFP Budget and Budget Narrative (Enclosure III)
6. Organize the proposal in a manner consistent with the instructions.
7. Proposals may be submitted in PDF format. Proposals should not be submitted via Google docs or other sharing platform.

NOTE: It is the responsibility of the proposer to ensure that the proposal is received by the time and date specified above.

NOVAworks Workforce Board

**WORK EXPERIENCE PAYROLL SERVICES RFP
Proposal Summary Form**

Proposing Entity Information:

Legal Name: _____

Fiscal Agent, if applicable: _____

Address: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email: _____

Cost Per Person State your cost per person to provide Payroll Services as described in this RFP as a percentage of the hourly wage for a participant participating in a work experience: _____

Certification:

The applicant hereby proposes to provide and deliver services as stated in this proposal.

The applicant certifies that the signatory below is a duly authorized representative of the applicant organization and is fully authorized to submit and sign proposals; that the cost data contained herein are accurate, complete and current; and that the applicant organization is fully capable of fulfilling its obligation under this proposal as stated herein.

Name and Title of Authorized Representative (typed)

Signature of Authorized Representative

Date

Proposal Narrative

The proposal narrative should answer the questions below. The page limit is ten (10) pages however brevity and conciseness are preferred. All proposals will be reviewed for demonstrated capacity to provide the services/activities sought through this solicitation and the creativity, practicality, and potential effectiveness of the overall design. Applicants should provide a concise narrative that will help demonstrate their ability to comply with program requirements. Supporting documents, agreements, forms, or other evidence may be included separately as attachments to the narrative section.

Executive Summary:

- Your type of agency (public, for profit, or non-profit). If you are a non-profit agency, please attach a copy of your current Board of Directors list that shows affiliations of each board member.
- Your track record, including past five years of operation and government / corporate / non-profit clients served to date.
- A brief summary highlighting the payroll services you propose to offer.

Services:

1. Describe your experience and ability in providing the payroll services as listed in Section II Scope of Services.
2. In addition to providing the required services of Section II Scope of Services, list and describe additional services that are in your service offering. Please indicate which services are an included cost and which ones are at an additional cost.
3. Please detail the staffing and burden rates included in your proposal.
4. In a situation where NOVAworks establishes a worksite for a young adult participant, what are the insurance needs that your company/organization requires of the host business?
5. Please detail all industries that you are particularly well suited to providing services.
6. Please detail all industries or occupations that you are not able to serve. Please state the reason why you are not allowed to serve a company in that industry. (For example, if you are unable to serve healthcare and childcare worksites, please list and explain why you are not able.)
7. Please list three references who can testify your quality of work, particularly if they are another workforce board.

Budget and Budget Narrative

Enclosure III

Please include a detailed budget and attached a budget narrative discussing how all costs are derived to deliver the specified services including wages. All costs proposed to be charged to the contract must be necessary, reasonable, and allowable under the Workforce Innovation and Opportunity Act.

Briefly describe your accounting system and ability to track and report costs monthly on an accrual basis.