



May 3, 2017

Name
Address
Columbus, Ohio

Request for Quote

Background

Metropolitan Community Services (MCS) is a 501c3 nonprofit organization founded in 1984 and based in Whitehall, Ohio. MCS has been serving vulnerable populations including formerly incarcerated individuals and at-risk youth in our communities for nearly 30 years. T.O.U.C.H. (Teaching Opportunity Unity by Connecting Hearts), a mentoring and workforce development program, was founded in 2008 under the MCS umbrella. Originally focusing on serving the formerly incarcerated, T.O.U.C.H. now provides pre-and post-release mentoring, as well as workforce development and support services for ex-offenders and low income young adults.

On January 6, 2017, the Ohio Department of Job and Family Services issued Family Assistance Letter #159 that provides program guidance to the new Ohio Youth Works Program (OYWP). This program was formerly known as the TANF Summer Youth Employment Program. MCS-T.O.U.C.H. has been selected by Franklin County to operate a 12-16 week summer employment program for young adults 18-24 which offers a minimum of 300 hours of internship work experience.

MCS-T.O.U.C.H. is required to abide by all TANF legislation and regulations. Therefore, MCS-T.O.U.C.H. reserves the right to modify or alter the requirements and standards set forth in this RFQ based on program and fiscal requirements mandated by state and federal agencies.

Statement of Need

MCS-T.O.U.C.H. desires to enter into a contract with a reputable payroll agency enjoying a long history of providing services to not-for-profit agencies, particularly workforce development organizations governed by local, state, and federal regulations.

MCS-T.O.U.C.H. solicits proposals from financially sound, results-oriented payroll companies with proven track records in providing dependable, reputable payroll services.

Proposals received will be evaluated on information provided regarding the payroll company's background and demonstrated capacity to provide payroll services, not-for-profit expertise, references, viability of the company, and billing rates.

MCS-T.O.U.C.H. | 37 Robinwood Ave. | Whitehall, OH 43213 | Ph: 614-338-8733 | Fax: 614-338-8743

W W W . T O U C H I M P . O R G

MCS/T.O.U.C.H. is an equal opportunity employment & training provider EEO/AA

Pre-Qualification Questioner (PQQ)

Under section 200.318 of the Code of Federal Regulations due diligence is required when funding a program with Federal dollars. Please complete the PQQ and submit with your proposal.

Required Elements of Proposal

Firm Background:

- Briefly describe your company's background, size, and history pertinent to the requested services in this RFQ.
- Describe the relevant special services your company provides, particularly those that may not be offered by other payroll firms.

References:

Provide three client references for which your firm has provided payroll services that are not-for-profit corporations with their primary funding source being public dollars. The services provided to these clients must be like those requested in this RFQ.

Insurance and Liability:

- What limitation on liability, if any, do you impose on your clients?
- Define the levels of insurance your company carries
- Describe your disaster recovery plan and facilities.

Fees:

Describe in detail your fees, practices, and policies relating to payment terms of your company that would apply if your company were engaged to serve as the MCS-T.O.U.C.H. payroll service provider. A sample of an invoice template is required for review.

Minimum eligibility requirements:

The company must have been in business for a minimum of five years providing payroll services identified in the RFQ to not-for-profit organizations, preferably including a workforce development corporation.

Payroll Services Statement of Work

The processing system shall be hosted by the vendor and accessed by MCS-T.O.U.C.H. using Microsoft Internet Explorer. The vendor will be responsible for supplying and applying all updates to the payroll system. The vendor shall be responsible for maintaining backup copies of the MCS payroll information sufficient to assure all processing and production of reports for all

periods for which the vendor provides payroll services. The MCS-T.O.U.C.H. employee and payroll information remains the property of MCS-T.O.U.C.H. and the vendor shall assure confidentiality of this information.

The services provided by the bidder shall at a minimum include the following:

1. Provide a dedicated account manager to serve as liaison to MCS-T.O.U.C.H. staff members and field supervisors;
2. Provide the day-to-day support of a dedicated Project Lead for the MCS-T.O.U.C.H. summer effort;
3. Verify employee time as submitted into automated payroll system by MCS-T.O.U.C.H..
4. Issue all W-2 wage statements for individuals whereby MCS-T.O.U.C.H. is the employer of record as well as distribute, as needed, W-2 wage statements via postal mail;
5. Provide timely data and online access to pre-established reports MCS-T.O.U.C.H. requires assuring compliance with program objectives. The reports will be provided in a format (such as Excel) with the data organized to allow MCS-T.O.U.C.H. to analyze and use the data to meet MCS-T.O.U.C.H. needs. Additional reports will require a change order request submitted by MCS-T.O.U.C.H.;
6. Lead orientation, training, and on-boarding meetings onsite at MCS-T.O.U.C.H. between participants and banks ensuring all needed payroll eligibility documentation and necessary payroll related forms are completed;
7. Include the payroll process in the supervisory training sessions;
8. Pay participant via their bank checking or savings accounts or via Global Cash Card. Educate participants and their parents on banking fees; i.e.; Global Cash Cards and general banking and usage fees;
9. Make remittances available for on-line viewing/printing and provide copies as needed to MCS-T.O.U.C.H. for distribution;
10. Provide estimates of the payroll amounts upon receipt of the time-keeping information;
11. Provide all payroll taxes, workers compensation coverage, and liability insurance coverage for each participant for the duration of the program;
12. Create a training manual and train MCS-T.O.U.C.H. staff on the automated payroll/timekeeping system for time entry;
13. Communicate expectations, e.g.: eligibility verification, I-9 certification, and payroll information to parents and participants;
14. Coordinate with chosen financial institution(s) the necessary forms needed to enroll participants in direct deposit;
15. Produce bi-weekly payroll and payroll stubs every other Friday. Global Cash Card remittances will be available for online viewing/printing as well as copies provided as needed to MCS-T.O.U.C.H. for distribution. Calculate, withhold, and timely remit all applicable federal, state and local income taxes, FICA, worker's compensation and other employee payroll payments and contributions.

Contact person:

MCS-T.O.U.C.H.
Carol Bowman
fiscal@touchimp.org
37 Robinwood Ave
Whitehall, Ohio 43213
614-338-8733

Written questions and answers:

MCS-T.O.U.C.H. will respond only to written questions seeking clarification of this RFQ received via email to the contact person for this RFQ.

Proposals:

All interested firms must submit 2 copies of their proposal to the contact person. Proposals received after the due date and time will not be considered.

Proposals may either be emailed or hand-delivered by the due date. If the proposal is sent by mail or commercial express delivery service, the bidder shall be responsible for actual delivery of the proposal to the proper address by the deadline.

All proposals become the property of MCS-T.O.U.C.H. All proposals are considered to be public record and shall be available for viewing and reproduction as the law provides.

Proposals are to address all the requirements posed by MCS-T.O.U.C.H. in the order in which they appear in the RFQ.

MCS-T.O.U.C.H. reserves the right to request additional information from any or all responding firms to assist in the evaluation process.

General Provisions:

After all proposals have been reviewed and evaluated based on enclosed evaluation criteria, chosen responders may be required to participate in oral interviews.

The responder must have the ability to produce needed credentials such as liability insurance and workers compensation coverage and adhere to EEOC regulations.

Appendix A to this RFQ contains the "Pre-Award Questionnaire", completion of which is required as part of the proposal.

Formal notification for an award is subject to of negotiations between selected bidder and MCS-T.O.U.C.H.

Changes to the program, funding level, or board direction may result in a change of needs. MCS-T.O.U.C.H. will not be held liable for what is in the bidder's proposal or this RFQ package.

RFQs submitted must be consistent with and, if accepted, operated according to the federal WIOA and ARRA legislation, all applicable federal regulations, State of Ohio regulations and policies, and MCS-T.O.U.C.H. policies and procedures.

MCS-T.O.U.C.H. may choose not to award a contract to the bidder with the lowest cost or highest rating when all factors are considered.

All grievances arising from this RFQ must be filed according to MCS-T.O.U.C.H. established grievance procedures as outlined in Appendix B, H(23).

All bidders must ensure equal opportunity to all individuals. No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination or activity based of race, color, religion, sex or gender, gender identity, sexual orientation, national or ethnic origin, age, disability, military or veteran status, political affiliation or belief, or any other characteristic protected under applicable federal, state, or local law.

All bidders must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.

The award will be final once MCS-T.O.U.C.H. and the bidder have concluded mutually satisfactory negotiations.

MCS-T.O.U.C.H. reserves the right to cancel the engagement letter if new state or federal regulations or policy makes it necessary to substantially change the contract purpose or content, or to prohibit such services governed by this RFQ.

The proposal warrants that the billing rates quoted for services in response to the RFQ are not in excess of those charged to any other entity for the same services performed by the bidder.

Small, Minority, and Female-Owned Businesses

MCS-T.O.U.C.H. will make an effort to utilize small, minority-owned, and or female-owned businesses.

A bidder qualifies as a small business if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 21.201), by having average annual receipts for the last three fiscal years of less than six million dollars.

Who May Respond

Payroll firms offering the payroll services identified in this RFQ and having experience providing payroll services to organization types identified in this RFQ.

Conditions of Proposal

All costs incurred in the preparation of a proposal responding to this RFQ will be the responsibility of the bidder and will not be reimbursed by MCS-T.O.U.C.H.

Instructions to Prospective Bidders

Proposals are due no later than 5pm EST on Monday, May 22, 2017.

Email proposals copies to:

Request for Quotes -- Payroll Services

ATTENTION: Carol Bowman fiscal@touchimp.org

Or deliver to:

Request for Quotes – Payroll Services

37 Robinwood Ave

Columbus, OH 43213

ATTENTION: Carol Bowman

Payment

MCS-T.O.U.C.H. will pay agreed-upon rates for billed services to the successful bidder, provided all commitments are met according to the negotiated terms. Reimbursement is subject to the Franklin County reimbursement schedule.

RFQ Negotiation

A contract with the selected bidder will be required. MCS-T.O.U.C.H. reserves the right to further negotiate the terms and conditions of the contract with the selected bidder.

Notification of Award

It is expected that a decision selecting the successful bidder will be made within 2 weeks of the closing date of the receipt of the RFQ. MCS-T.O.U.C.H. reserves the right to modify the date of the award.

Appendix A

PRE-AWARD QUESTIONNAIRE

To ensure that the services funded under this Request for Proposals (RFQ) are compliant with state/federal laws and regulations, please provide the following information:

1. Federal Employer Identification Number (EIN): _____
2. Ohio Business License Number (for private, not public, entities only):

3. Copies of the following insurance policies:
 - Worker’s Compensation;
 - Comprehensive General Liability Coverage; and (if applicable)
 - Professional liability insurance.

Please do not include policies in their entirety. However, photocopies should reveal the following information for each insurance policy:

- Name, address, and phone number of company providing the insurance;
 - Policy number;
 - Coverage limits; and
 - Policy expiration dates.
4. Provide a copy of the Firm’s most recent financial statements.
 5. Will any services/activities under this grant be subcontracted?
Yes _____ No _____. If yes, on a separate paper, please provide the following information:
 - Name, address, and phone of subcontractor;
 - Description of the services/activities to be subcontracted;
 - Budget which provides a line item description of costs; and
 - Copy of the subcontract, if available.
 - If subcontract is for \$2,500 or more, describe the method used to procure the subcontracted services.
 6. Does the organization or business engage in any religious or political activities? Yes _____ No _____

If yes, will funds from this grant award be used for religious or political activities?
Example: paying wages of a participant while participant engages in a prayer group or distributes pamphlets for a political cause? Yes _____ No _____

7. Are the Firm's facilities compliant with the Americans with Disabilities Act (ADA)?
 Yes _____ No _____

Proposal Pricing

MCS-T.O.U.C.H. has been selected by Franklin County to operate a 12-16 week summer employment program which offers a minimum of 300 hours of work training experience for 200 youth ages 18-24 at \$10.00/hr. Please complete the cost matrix below and return with your proposal response.

Description	Pricing
Youth Pay Rate	\$10.00
Base Burden Rates	\$
FICA	%
Workers Comp	%
Payroll Burden %	%
Total % cost	%
Total cost	\$
Pay Rate Markup %	%
Client Bill Rate	\$
Profit	\$
Profit %	%

SUBMISSION & REVIEW PROCESS

A. Nonresponsive Proposals

Proposals may be judged non-responsive and removed from further consideration if any of the following occurs:

1. The proposal is not received timely in accordance with the terms of the RFQ;
2. The proposal does not follow the specified format;
3. The proposal is not adequate to form a judgment by the reviewers.

B. Evaluation Criteria

Evaluation of each proposal will be based on the following criteria:

50 Pts. Criterion 1: Capability to perform the work

Statement of Work Payroll services outlined on page 3 detailing the following:

- Scope
- Approach
- Project Organization
- Risk Management
- Quality Control
- Change Control

20 Pts. Criterion 2: References

Proven track record in delivering services within timeframes established by clients.

30 Pts. Criterion 3: Cost

An explanation of cost/charges per service.

Total: 100 pts.

21 Review Process

MCS-T.O.U.C.H. reserves the right to make an award without further discussion of the RFQ submitted.

22 Agreement Extensions

MCS-T.O.U.C.H. reserves the right to extend the life of agreement terms. Formal agreement extension terms shall be set forth by MCS-T.O.U.C.H.