



**REQUEST FOR QUOTES RFQ 2018-60-2006
PAYROLL SERVICES**

Date Issued: September 6, 2018

Respond by: September 28, 2018

Contact: Erin Rea, Director of Strategic Planning and Procurements

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Workforce Solutions South Plains (WSSP) is a 501(c)(3) Non-profit Corporation that administers workforce development services authorized by the Texas Workforce Commission for the 15-county South Plains Regional Workforce Development Area which consists of Bailey, Cochran, Crosby, Dickens, Floyd, Garza, Hale, Hockley, King, Lamb, Lubbock, Lynn, Motley, Terry and Yoakum Counties. Through this Request for Quotes (RFQ), WSSP will procure payroll services from a qualified vendor for WSSP's Summer Earn and Learn and Paid Work Experience programs beginning November 1, 2018 with a one-year option for a max two-year contract.

All interested parties submit information to WSSP at the following address:

Workforce Solutions South Plains Board Administration
1301 Broadway, Ste. 201
Lubbock, TX 79401

Attn: Erin Rea, Director of Strategic Planning and Procurement

Phone: 806.744.1987

Fax: 806.744.5378

erin.rea@spworkforce.org

Purpose of the Request for Quotes:

WSSP is requesting quotes from qualified vendors for payroll services for summer and year-round employment programs for youth served by the Texas Workforce Commission's Vocational Rehabilitation Program and Workforce Solutions South Plains.

In 2018-2019 Workforce Solutions South Plains will place approximately 60-150 youth ages 14-22 in subsidized wage work experience positions. The youth will primarily be providing entry level support work at public, private, and non-profit organizations. The youth will work 20-30 hours per week for a maximum of twelve (12) weeks, at an hourly wage of \$8.00.

Payroll services vendors must provide workers compensation; pay all required taxes, including Federal income tax withholding and Federal Insurance Contributions Act (FICA); and serve as the employer of record. Vendors must be able to pay wages weekly and allow choices of check, direct deposit, or pay card.

Please contact Erin Rea at erin.rea@spworkforce.org or call 806-744-1987 to set up an appointment or receive more information.

CONDITIONS AND LIMITATIONS

- A. The only purpose of this Request for Quotes (RFQ) is to ensure uniform information in the solicitation of proposals and procurement of services. This RFQ is not to be construed as a purchase agreement or contract or as a commitment of any kind; nor does it commit the Board to pay for costs incurred prior to the execution of a formal contract unless such costs are specifically authorized in writing by Board.
- B. The Board reserves the right to accept or reject any or all proposals received, to cancel or reissue this RFQ in part or its entirety.
- C. The Board reserves the right to negotiate the final terms of all contracts or agreements with offeror(s) selected.
- D. Misrepresentation of the offeror's ability to perform as stated in the proposal may result in cancellation of any contract or agreement awarded.
- E. Offerors shall not, under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of the Board for having an influencing effect toward their own proposal or any other proposal submitted hereunder.
- F. No employee, officer, member or agent of the Board shall participate in the selection, award or administration of a contract if a conflict of interest, or potential conflict, would be involved.
- G. Offerors shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause an offeror's proposal to be rejected. This does not preclude joint ventures or subcontracts.
- H. Any offeror may withdraw his proposal either in person or by written request by a duly authorized representative at any time prior to the scheduled closing time for receipt of proposals.
- I. No contract may be awarded until the offeror has complied with Executive Order 12549, 29 CFR, Part 98 by submitting to the Board a signed Certification of Debarment, which states that neither the offerors, nor any of its principals, are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in a procurement by any Federal department or agency.
- J. The Board's Director of Operations is the responsible authority for handling complaints or protests regarding the procurement and proposal selection process. No protest shall be accepted by the State until all administrative remedies at the Board level have been exhausted.
- K. Offerors not selected by this process may appeal the Board decision by submitting in writing a formal letter of appeal addressed Director of Operations, Workforce Solutions South Plains, 1301 Broadway, Ste 201, Lubbock, Texas, 79401. This appeal must be

sent by registered mail and identified on the envelope as an appeal with the grounds of the appeal clearly stated in the letter, within fourteen calendar days of decision notification (the date on the notification letter). The Director of Operations shall review the appeal and review applicable laws, and request determination if appeal is valid and shall make decisions. If persons are not satisfied with the decision they may pursue all other avenues of appeal provided by law.

- L. Any material that is to be considered as confidential in nature must be clearly marked as such and will be treated as confidential by the Board to the extent allowable in the Public Information Act.
- M. Funding for goods or services requested in this RFQ is contingent upon the Board's actual receipt and availability of funds from the Texas Workforce Commission.
- N. Workforce Solutions South Plains is an equal opportunity employer and complies fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I-financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin; the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment, Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; the Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.