



Smart Workforce Center
1201 Placer St.
Redding, CA 96001
(530) 245-1570
www.thesmartcenter.biz

April 5, 2022
Request for Quote

Project Overview:

Shasta County Private Industry Council, Inc. dba Smart Workforce Center (Smart) is a nonprofit organization primarily funded under the Workforce Innovation and Opportunity Act to provide employment and training opportunities for program participants in Shasta, Trinity, Siskiyou and Del Norte Counties.

Smart is soliciting quotes from qualified providers to conduct new employee and payroll responsibilities for Smart program participants enrolled in Work Experiences, Internships, transitional jobs, and temporary disaster grant employment.

Smart places eligible program trainees at public and private sector worksites for internships, temporary job creation and/or to attain work maturity and develop job specific skills to aid participants to be successful in the workplace. Program training is a planned, structured, learning experience directly supervised by a worksite employer. There is not a requirement that the trainee will be retained at the conclusion of the training period, however, employers who can offer the trainee continued employment are aiding to support the strength and vitality of our local communities.

Trainees and interns may be eligible Adults, Dislocated Workers, and/or Young Adults (age 18-24) who are economically disadvantaged or are experiencing other barriers that would qualify them for enrollment in a Smart sponsored program.

Smart Career Advisors will work with program participants to establish training plans, coordinate worksite interviews, address training issues that may arise between worksite supervisors and trainees and monitor worksites for compliance with established training plans. While Smart is not responsible for direct supervision of the trainee at the worksite, Smart has established agreements in place with each worksite to allow continued monitoring and support for program participants as needed.

Objective:

Smart is requesting a quote from qualified providers capable of employing up to five hundred program trainees, interns and temporary workers annually in Shasta, Trinity, Siskiyou and Del Norte Counties. Trainees may work an average of 300-400 hours as established in their individual training plans. In some instances, participants may work more than the average number of hours. Trainees may work at a variety of worksites under a variety of job assignments that may include clerical, construction, laborer, manufacturing, medical, automotive, sales, landscaping or maintenance. Companies providing quotes for services must be able to work with a variety of worksites and industries including those listed above. Trainees must be paid at least minimum wage and may be paid more according to the hourly rate established in the training plan. Interns will be paid the same wage and receive the same working conditions and benefits as other employees doing the same job at the same worksite.

Timeline:

Smart will enter into an agreement with the selected proposer for the period of one year: May 15, 2022- May 14, 2023.

Option to Extend: Smart reserves the right to extend the term of service annually for two additional years.

Specific Tasks and Procedures:

- Obtain all required employment documents from trainees, interns and temporary workers including but not limited to employment application, I-9 (including appropriate right to work documents), and W-4 form.
- Refer participants as required for standard, pre-employment drug and/or background screen and notify Smart of results; Smart will reimburse provider for costs of failed drug screens only.
- Provide all necessary and required employment forms to trainee, intern or temporary worker as needed including contact information, drug screening procedures, pay day notification and distribution, reporting work related injuries, receipt of Workers' Compensation information rights, etc.
- Contractor must comply with all applicable California labor laws.
- Provider must have required Workers' compensation coverage in place at the time a participant is hired and must issue an informational brochure to participant at the time of hire.
- Contractor may be asked to participate in meetings at the Smart Center, as needed.
- Provide a safety orientation to the participant and obtain required documents confirming participant completion of orientation.
- Provide a site supervisor handbook. Review handbook with the employer and obtain documentation of review.
- Provide an employee handbook to participant. Review with participant and obtain documentation of review.
- Provide participants with a bi-weekly timecard (designed by Smart). Train participants on proper and timely completion of the timecard.
- Process payroll bi-weekly to pay trainee, intern, and temporary job wages; print and deliver paychecks to trainees and interns (via US Mail, direct deposit or client pick-up); calculate and pay employer paid taxes and Workers' Compensation; issue W-2 forms.
- Provide copies of check stubs and timecards to Smart every payroll cycle within five days of pay day.

- Provide summary reports to Smart (generated by date range) that state participant name, last four digits of SSN, name of work site, start date, end date, bill rate, pay rate, hours worked, type of hours, hours billed to Smart, total billed amount.

General Information to be provided in proposal (Required)

- Billing information including the following:
 - Bill rate by hourly wage (includes drug screen, background check, wages, intern safety orientation and worksite safety inspection and orientation)
 - Individual fee for drug screen only
 - Individual fee for background check only
 - All applicable fees if trainee or intern is hired by the worksite at the conclusion of the training plan
- Ability to process payroll in-house and locally
- Background and professional experience
- References
- Tax ID number
- Certification of Workers' Compensation Insurance
- Name of person authorized to enter contractual agreement with Smart

Certifications and assurances

1. Confirmation that the proposer is a drug free workplace, an Equal Opportunity Employer and in compliance with the Americans with Disabilities Act.
2. Quotes will be evaluated on:
 - Cost
 - Ability to perform work described in Shasta, Trinity, Siskiyou and Del Norte Counties
 - Demonstrated performance, defined as the effectiveness of an organization to deliver comparable and related services
 - Responsiveness to items detailed in this "Request for Quote"
3. Smart reserves the right to refuse to fund any or all proposals. All proposals will become the sole property of Smart upon receipt and will remain private. This RFQ does not commit Smart to finalize any contract for funding nor pay any costs associated with the preparation of any proposer or any proposal.
4. Failure to receive more than one quote will result in a "failed competition" and the necessity to follow sole source procurement methods.

Detailed information is enclosed, including a project description, delivery schedule, qualifications and evaluation criteria and a project timeline. Inquiries may be directed to Marie Granberry at (530) 245-1570 or Smart Workforce Center, 1201 Placer Street, Redding, California 96001.

Quotes must be received in person or postmarked by 5:00 p.m. May 6, 2022 at 1201 Placer Street, Redding, California 96001, Attention: Marie Granberry. Quotes may also be submitted via email no later than 5:00 p.m. May 6, 2022 to gmarie@thesmartcenter.biz. No late quotes will be accepted.

The Smart Workforce Center is an Equal Opportunity Employer and complies with the Americans with Disabilities Act.