



Smart Workforce Center  
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[www.thesmartcenter.biz](http://www.thesmartcenter.biz)

March 10, 2026  
Request for Quote  
Smart Workforce Center

Work Experience, Transitional Jobs, Internships and Temporary Disaster  
Grant Employment and Payroll Services

For the base period of July 1, 2025- June 30, 2027, with the option of 4  
additional years

<b>Request for Proposals (RFP) Issued</b>	March 10, 2026
<b>Contact Information</b>	Email: <a href="mailto:gmarie@thesmartcenter.biz">gmarie@thesmartcenter.biz</a>
<b>Question Period</b>	March 23, 2026 – March 27, 2026, 5:00 p.m. PST All questions must be submitted to: <a href="mailto:gmarie@thesmartcenter.biz">gmarie@thesmartcenter.biz</a>
<b>Proposals Due</b>	April 10, 2026, 5:00 p.m. PST Submit electronically to <a href="mailto:gmarie@thesmartcenter.biz">gmarie@thesmartcenter.biz</a>
<b>Contract Negotiated and Awarded</b>	May 15, 2026
<b>Contract Begins</b>	July 1, 2026

This Request for Proposals (RFP) and supporting documents are posted on Smart's Website: [www.thesmartcenter.biz](http://www.thesmartcenter.biz)

## **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 payroll and employment management services 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 three 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 with some exceptions.
- Job assignments for trainees may include clerical, construction, laborer, manufacturing, medical, automotive, sales, landscaping or maintenance.
- Providers must be able to operate across diverse worksites and industries.
- Trainees must be paid at least minimum wage with pay set according to training plans.
- Interns must be paid the same wage and receive the same working conditions and benefits as other employees doing the same job at the same worksite.

## **Term:**

- Initial term: July 1, 2026 – June 30, 2027
- Option to extend: Smart may extend annually for up to four additional years

## Scope of Work and Required Services

1. Employment Documentation & Compliance
  - Maintain existing employment records for trainees, interns, and temporary workers.
  - Ensure compliance with California labor laws and Workers' Compensation coverage.
  - Provide participants with Workers' Compensation information and respond to questions.
2. Payroll Administration
  - Provide bi-weekly timecards and training on proper completion.
  - Process payroll bi-weekly, including: wages, employer-paid taxes, Workers' Compensation, and W-2 issuance.
  - Interns must be paid the same wage and receive the same working conditions and benefits as other employees performing the same job at the worksite.
  - Deliver paychecks via direct deposit, mail, or pick-up.
  - Provide Smart with copies of check stubs and timecards within five days of each pay period.
3. Reporting
  - Submit summary reports per payroll cycle including participant name, last four digits of SSN, worksite, start/end dates, hours, pay rate, bill rate, type of hours, total billed, and grant name.
  - Reports must break down gross pay, fringe benefits, and processing fees.
4. Safety & Orientation (as needed)
  - Conduct refresher safety orientations or worksite-specific orientation if required.
  - Maintain records of completion.
5. Meetings
  - Attend meetings at Smart as needed.

## Proposal Requirements

All proposals must include:

1. Billing Information
  - Hourly bill rate (includes payroll administration, safety orientation, and reporting)
  - Fees for drug screen or background checks if required during employment
  - Fees if participant is hired by the worksite after training
2. Operational Details
  - Ability to process payroll in-house and locally
3. Provider Background
  - Professional experience in payroll/employee management
  - References
  - Tax ID number
  - Certification of Workers' Compensation insurance
  - Name and title of authorized representative for contractual agreements
4. Certifications & Assurances
  - Drug-free workplace
  - Equal Opportunity Employer
  - Compliance with the Americans with Disabilities Act

**Evaluation Criteria**

Proposals will be evaluated based on:

- Cost
- Ability to perform work in Shasta, Trinity, Siskiyou, and Del Norte Counties
- Demonstrated performance delivering similar services
- Responsiveness to items detailed in this RFQ

**Additional Information**

- Smart reserves the right to reject any or all proposals.
- Proposals become the property of Smart and remain private.
- Failure to receive multiple quotes will require sole source procurement.
- Questions or disputes regarding selection should be directed to Kristine Zua Zua, Executive Director, at [kzuazua@thesmartcenter.biz](mailto:kzuazua@thesmartcenter.biz) within 30 days of award.
- Direct inquiries regarding the RFQ to Marie Granberry at [gmarie@thesmartcenter.biz](mailto:gmarie@thesmartcenter.biz).
- Late proposals will not be accepted

Shasta County Private Industry Council, Inc.  
Work Experience, Transitional Jobs, Internships and Temporary Disaster  
Grant Employment and Payroll Services  
Projected Timeline:

March 10, 2026	RFP Publicity Released/Advertised
April 10, 2026 at 5:00 PM	Proposals Due
April 11-25, 2026	Proposals Reviewed & Rated
May 15, 2026	Contract Negotiated & Awarded
July 1, 2026	Contract Implementation