



**Employ Prince George's Operations Division on behalf of
Employ Prince George's, Inc.
PROFESSIONAL EMPLOYER ORGANIZATION
REQUEST FOR QUOTES
RFQ No.: EPGRFQ-003**

Important Dates

RFQ Release Date: Friday, May 12, 2023
Question Deadline: Friday, May 26, 2023
Proposal Due Date: Friday, June 9, 2023 | 4:00 PM EST

Proposals must be submitted via our online grant application portal which can be accessed by clicking [here](#). **PROPOSAL APPLICATIONS SUBMITTED AFTER 4:00 PM EASTERN STANDARD TIME (EST) ON FRIDAY JUNE 9, 2023 WILL NOT BE ACCEPTED.** EPG is not responsible for any errors of omission. Mailed, faxed, or emailed proposals **will not** be accepted.

Employ Prince George's, Inc. does not discriminate against faith-based organizations or against any Bidders or Proposer(s) because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

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INTRODUCTION & INTENT

Employ Prince George's, Inc. (Employ Prince George's or EPG), serving as the principal workforce development service provider for Prince George's County and a career services provider of the Prince George's County Workforce Development Board, is committed to providing workforce support to jobseekers, businesses, and the Prince George's County community at large.

ISSUING INTITY

Employ Prince George's is a 501c3 nonprofit organization based in Prince George's County, Maryland. Employ Prince George's administers a menu of workforce development services for job seekers and businesses. The mission of Employ Prince George's is to improve the local economy by creating a demand-driven workforce system with workforce development programs that deliver qualified workers to businesses, improve the productivity of businesses, and provide jobseekers with opportunities for careers in high-demand/high-growth industries.

Employ Prince George's serves as the Staff and Fiscal Agent of the Prince George's County Local Workforce Development Board. As the Staff and Fiscal Agent of the Local Workforce Development Board, Employ Prince George's is responsible for regulating policy development and the administration of workforce activities related to services and programs funded by the Workforce Innovation & Opportunity Act (WIOA). Under the leadership of Employ Prince George's, the Prince George's County Local Workforce Development Area serves over 30,000 job seekers and 4,000 businesses annually.

Employ Prince George's is Prince George's County's link between job seekers looking to begin or change careers, and businesses looking for skilled workers to maintain competitiveness in a changing labor market.

ORGANIZATIONAL BACKGROUND

EPG provides workforce development programs that deliver qualified workers to businesses, improve the productivity of businesses, and provide jobseekers with opportunities for careers in high-demand/high-growth industries. One method we employ is to support participants with work-based learning opportunities which provide real-life on-the-job experiences.

PURPOSE

Employ Prince George's has released this Request for Quotes to receive bids from eligible Professional Employer Organizations (PEO). EPG seeks a PEO primarily to process hourly payroll for program participants who are placed in short-term work-based learning contracts at various business locations throughout the local area. These training contracts generally take the form of trainees being added to EPG's payroll while they work for local businesses to acquire job skills and experience and the business will direct their efforts and sign off on their timesheets while EPG will monitor and pay them. There will be multiple, unrelated cohorts at various times, and each will need to be tracked separately with department or project codes. The number of active participants could range over time from 10 to 400 at once. While most will be residents of Prince

George's County, Maryland, there is the possibility of Washington, DC or Virginia residents being on payroll.

Additional services will also be a secondary decision factor, such as support for EPG's Human Resources Department and the Finance Division as well as advisory services regarding regulatory compliance.

SPECIFICATIONS

Contractor must:

- Serve as Employer of Record for all participants in programs being paid through EPG's programs. Employees may be engaged in work in at job sites in various occupations in the following eleven industry clusters: Healthcare and Social Services, Food and Beverage Manufacturing, Advanced Manufacturing, Construction and Real Estate, Professional, Scientific and Technical Services, Education, Transportation and Logistics, Government Services, Information Technology, Business Services and Recreation, Tourism & Hospitality.
- Onboard and exit employees as they start and complete their work assignments.
- Process accurate and timely weekly pay for each employee.
- Coordinate employee timesheet submission and approval with the ability to charge different cost codes with four data points: Department, Grant, Demographic, and Industry. Timesheets should be approved by a representative of the correlating EPG Program and by a representative of the business where the work is being done. The successful proposal will describe an effective process by which the PEO will ensure participant compliance.
- Costs codes related to EPG's accounting system and budgetary structure and may be added or deleted as grants and initiatives come and go over time.
- Accurate calculation and appropriate tax treatment of all required payments and deductions.
- Manage tax withholding and deductions for all federal, state and local taxes, including reporting, payment, compliance, and filing of required paperwork, providing copies to EPG each pay period.
- Withholding of garnishments and court orders for IRS levies, child support, and the like to be collected and remitted to the appropriate authority.
- Offer multiple payment methods to our participant population through a variety of payment methods, including direct deposit but also, if necessary, payroll check, debit card or other option for unbanked participants. The selected bidder may not require a single method.
- Accurate and timely Federal and State reporting including 940, 941 and W2/W3 reporting and distribution with copies provided promptly to EPG.
- Manage Worker's Compensation and Unemployment Insurance for all employees.
- Provide data-sharing and agile reporting, exportable to Excel, demonstrating ability to classify all expenses via cost and program codes. EPG will be using reimbursable Time & Materials-type grants to pay these wages so there must be a clear audit trail from the timesheet to the bills provided EPG in such detail that EPG can invoice various grants, each of which will later audit the funds back to the individual paystub and timecard.

- Provide reporting to EPG adequate for oversight. The PEO will become a recipient of federal funds through these programs, making EPG a “pass-through entity” which requires EPG to “monitor” all funds paid so adequate transparency and responsiveness to audit requests will be a requirement.
 - This requirement extends past the end of each grant used to fund participant wages so a mechanism must be in place for EPG to have auditable data even past the final pay run, should this contractual relationship end.

ELIGIBLE BIDDERS

Eligible applicants include non-profit and for-profit organizations, private sector entities, educational institutions, community-based organizations, and other entities operating in accordance with federal, state, and local law, and must have been in business for at least three years. Applicants must be an incorporated organization. Eligible applicants must be in good standing with the federal government. Organizations currently barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a Federal, State, City, or County department/agency, quasi-governmental agency, or the WDB are ineligible to apply.

PROPOSAL PREPARATION AND FORMAT REQUIREMENTS

Proposals must be submitted via our online grant application portal no later than **4:00 pm EST June 9, 2023**, which can be accessed by clicking [here](#). Proposals not received by the deadline will be automatically disqualified from competition – no exceptions. Mailed, faxed, or hard copy proposals will not be accepted.

Proposals should be prepared in a professional manner, providing a complete and detailed description of the proposed project scope. Emphasis should be placed on clarity of content and completeness. Bidders must include all the required attachments listed in the grant portal that pertain to the proposal. Failure to include required attachments will disqualify the proposal. No additional attachments are allowed.

FEDERAL FUNDING DISCLOSURE

Depending on participant enrollment, Employ Prince George’s may use a number of funding options for the resultant contract which may originate from Federal sources. Federal funding details for Employ Prince George’s programs for Program Year 2022/Fiscal Year 2023 can be found at <https://www.employpg.org/about-us/funding-information/>

KEY DATES

ACTIVITY	DATE
RFQ Release Date	May 12, 2023
Written Questions Due Date	May 26, 2023 4:00PM

Responses Posted	On or around May 31, 2023
Deadline for Proposal Submission	June 9, 2023 4:00PM
Selection of Successful Bidder	On or around June 26, 2023
Contract Start Date	July 1, 2023

COMPLETED PROPOSAL SUBMISSION DEADLINE

Proposals must be received no later than date and time listed. Proposals not submitted through the [on-line application portal](#) will not be considered. Individual Proposals will not be read in public or available for public inspection until after an award determination has been made and agreement is executed. Note: Technical questions and technical support regarding the on-line application will be accepted and answered individually up to the proposal submission deadline listed above in the schedule of events.

QUESTIONS

All questions regarding the RFQ must be submitted in writing via email to **Employ Prince George's Contracts & Operations Department** at rfpsubmissions@co.pg.md.us no later than May 26, 2023; interested bidders are strictly prohibited from directly contacting members of the Workforce Development Board and EPG staff regarding this RFQ. Questions and responses will be posted for all prospective bidders to review.

PROPOSAL CONSIDERATIONS

Proposals must clearly and concisely describe the following:

1. Organization background, qualifications, and relative experience
2. A transparent pricing quote, inclusive of, but not limited to:
 - a. Set up fees
 - b. Fee structure: percent or flat fee or combination
 - c. Factors that affect cost
 - d. Any other price terms
3. Timesheet submission method and required process
4. Employee payroll delivery options
5. Description of steps taken to ensure timely and accurate delivery of year-end W-2s.
6. Reporting and data sharing
7. Other contract terms
8. A minimum of two references

EPG prefers to enter into an annual contract for one year with the option for renewal for two additional years.

PROPOSAL EVALUATION

Proposals will be evaluated based on the information included in the bid package and scored by a qualified evaluation committee.

SCORING METHODOLOGY	
Ranking Factor	Point Value
Organizational experience	10
Cost	20
Ability to deliver the required components listed under the purpose section	20
TOTAL AVAILABLE POINTS	50 POINTS

BIDDERS CONDITIONS, REPRESENTATIONS AND AUTHORIZATIONS

By submitting its proposal, each Bidder understands, represents, and acknowledges that:

A Bidder or his/her authorized representative may withdraw or modify his/her proposal by written notice received, at the Issuing Office's address, prior to the exact hour and date specified for proposal receipt.

The Bidder's information and representations in the proposal are material and important, and the Issuing Office may rely upon the contents of the proposal in negotiations, contractual obligations, and awarding the contract(s). The Bidder agrees that the proposal will remain firm for a period of one hundred twenty (120) calendar days after the date specified for receipt of proposals or until a sub-recipient agreement is fully executed.

The Bidder selected is a sub-recipient of a Federal award and thus are required to follow the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200)

Each Bidder, by submitting its proposal, authorizes the WDB to release to the State of Maryland information concerning the Bidder's Maryland taxes, unemployment compensation, workers' compensation liabilities, and total compensations for individuals charged to the subrecipient agreement. The Bidder has arrived at the cost(s) and amount(s) in its proposal independently and without consultation, communication, or agreement with any other Bidder or potential Bidders. The Bidder shall not disclose any of these items on or before the proposal submission deadline specified in this RFQ.

The Bidder has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting a proposal on this sub-recipient agreement, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.

The Bidder has not made, under separate sub-recipient agreement with the WDB, any

recommendations to the Issuing Office concerning the need for the goods and services described in its proposal or the specifications for the goods and services described in the proposal.

The Bidder is not currently under suspension or debarment in the State of Maryland, any other State or the Federal government and, if the Bidder cannot so certify, then it shall submit along with its proposal a written explanation of why it cannot make such certification.

The Bidder must clearly identify and describe the services being offered in response to this RFQ. Bidders are cautioned that the organization, as well as the thoroughness of the response, is critical to the evaluation process.

The Bidder's Proposal forms must be legible and complete in their entirety, with all required supplemental information presented in an organized, comprehensive, and easy-to-follow manner.

The WDB is not liable for any costs the Bidder incurs in preparation and submission of its proposal, in participating in the RFQ process, or in anticipation of award of the sub-recipient agreement.

The WDB reserves the right to reject any proposal if the evidence submitted by the Bidder proves the Bidder is not qualified to carry out the obligations of the RFQ and to complete the Project as specified.

The WDB may make investigations (including on-site visits and contacting any or all references) as deemed necessary, to determine that the Bidders competence, number of qualified employees, business organization, and financial resources are adequate to perform per the RFQ.

To the best knowledge of the person signing the proposal for the Bidder, the Bidders, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as the Bidder has disclosed in its proposal.

To the best knowledge of the person signing the proposal for the Bidder and unless the Bidder has otherwise disclosed in its proposal, the Bidder has no outstanding, delinquent obligations including, but not limited to, any Federal and State tax liabilities not being contested on appeal or other obligation of the Bidder that is owed.

Until the selected Bidder receives a fully executed and approved written sub-recipient agreement from the Issuing Office, there is no legal and valid sub-recipient agreement, in law or in equity. The WDB reserves the right to vary or change the terms of any sub-recipient agreement executed as a result of this RFQ, including funding levels, the scope of work, performance standards, and shortening or extending the sub-recipient agreement period, as it deems necessary in the interest of the Board and its programs, pending availability of funds.

The fully executed Agreement will require the selected Bidder to assume responsibility for all goods and services offered in its proposal whether it produces them itself or through subcontract. Additionally, if the Bidder uses any subcontractor, the proposal should be clear on the roles, responsibilities, and outcomes of each. The substitution of one subcontractor for another must be made at the discretion and prior written approval of the Issuing Office. The WDB considers the

selected Bidder to be the sole point of contact regarding all contractual matters.

Bidders shall not issue press releases, internet postings, advertisements or any other public communications pertaining to this Project without prior written approval of the Issuing Office, and then only in coordination with the Issuing Office.