

## **PUBLIC NOTICE REQUEST FOR BID**

The Trumbull County Department of Job and Family Services (TCDJFS) is now soliciting bid proposals from interested parties to serve as the “Employer of Record” for the 2013 Summer Youth Program to be provided by Trumbull County Department of Job and Family Services (TCDJFS) under Temporary Assistance to Needy Families (TANF) funding.

In order to be considered under this bid request, the interested party must be registered and in good standing as a Professional Employer Organization (PEO) with the Ohio Bureau of Workers’ Compensation and be willing to enter into employment contracts with the youth participant work sites identified by TCDJFS establishing a co-employment relationship. In bidding, the interested party will agree, if selected, to be the Employer of Record and provide payroll services not to exceed three hundred twenty-five (325) youth participants in a single payroll period as selected by TCDJFS with the following possible allowable line items: Payroll Function at \$7.85 per hour for eight (8) thirty (30) hour work weeks payable on a wage subsidy basis, including applicable benefit costs, excluding unemployment and healthcare deductions. In addition, the party must also agree, if selected, to be the Employer of Record and provide payroll services not to exceed twelve (12) program staff selected at the discretion of TCDJFS with the following possible allowable line items: Payroll Function at \$10.00 per hour for eleven (11) forty (40) hour work weeks payable on a wage subsidy basis, including applicable benefit costs and mileage reimbursement, excluding unemployment and healthcare deductions. Payroll services may begin as early as May 28, 2013 through as late as August 10, 2013. TCDJFS reserves the right to determine all final line items and allowable costs to be included in the final Contract.

Bids are to include a SEPARATE cost quote for each of the two (2) employee relationships described above. The quote must include the total potential cost per participant or program staff member and a breakdown of the quoted cost in the following manner: 1. Costs related to the wage subsidies themselves; 2. Costs related to the processing of the wage subsidies; 3. Costs related to the BWC liability and to support BWC payments. Each individual breakdown must clearly define each cost included in the total potential cost quoted. The bid must also include verification that the bidding party meets the requirement that it is registered and in good standing as a PEO with the Ohio Bureau of Workers’ Compensation.

All bids will be evaluated in accordance with competitive standards to determine selection of the Employer of Record at the sole discretion of TCDJFS, and may be subject to negotiation prior to award of a final Contract. Costs will be paid to the Employer of Record following invoicing and will be made on the basis of payment of actual allowable and contracted costs only. TCDJFS reserves the right to cancel, re-issue, or issue no award on this Request at its discretion.

For more information or with questions, contact Melissa Binion at TCDJFS in writing only via e-mail communication at [biniom@odjfs.state.oh.us](mailto:biniom@odjfs.state.oh.us) using the subject line: SYP2013 Bid Question. TCDJFS will not be responsible for questions received which are not noted utilizing the required subject line.

Completed bids, according to the specification above, must be submitted in person or by mail to TCDJFS, Fiscal Office at 280 North Park Avenue, Suite 1, Warren, Ohio 44481, at any time during regular business hours but no later than the **DEADLINE DATE OF 9:30 A.M. ON MONDAY, MAY 13, 2013 with opening to occur immediately at this location.** TCDJFS shall not be responsible for the method of dispatch chosen by the bidder. Bids delivered directly to the office must be received through the Customer Service desk and must consider parking and wait time in ensuring submission by the deadline. Bids received in person or by mail on or after this date and time will not be considered. All submitted bids must be completed according to the specifications outlined above in this Request for Bid in order to be considered.

The attention of the bidder is directed to the requirement that upon award of a contract, the bidder must duly sign a Non-Collusion Affidavit, a Personal Property Tax Affidavit, required by Section 5719.042 of the Ohio Revised Code, and a "Sign-Off Sheet" in agreement that the terms of the "New" Drug and Alcohol Free Workplace Policy adopted by Trumbull County on 07/21/04 also apply to any contractors directly paid or reimbursed for services through Trumbull County. Bidder must also be prepared to verify adequate liability and insurance limits.

Attention is also directed to all bidders that pursuant to Ohio Revised Code Sections 307.86 and 307.87, effective September 26, 2003, this notice of bid is required to be published only one time not less than two (2) consecutive weeks preceding the day of opening of bids in a newspaper of general circulation within the county as the notice meets all other requirements defined in Ohio Revised Code Section 307.87 (A) and will also be distributed by electronic means, with the posting of this notice on the TCDJFS' internet site on the worldwide web and found at <http://hs.co.trumbull.oh.us/> and can be accessed by choosing the link indicating "News & Events." This notice may also be found on the Trumbull County Commissioners' website at <http://commissioners.co.trumbull.oh.us/> and can be accessed by choosing the link indicating "Purchasing/Bid Opportunities." TCDJFS shall also post and maintain a copy of this notice on its public bulletin board in the TCDJFS' main lobby for at least two weeks preceding the day of the opening of the bids.