

PUBLIC NOTICE REQUEST FOR BID

The Trumbull County Department of Job and Family Services (TCDJFS) is now soliciting bids from interested parties to serve as the “Employer of Record” for the State Fiscal Year 2020 Work Experience Program to be provided by TCDJFS under Temporary Assistance to Needy Families (TANF) Comprehensive Case Management and Employment Program (CCMEP) 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 (BWC) 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 bi-weekly payroll services not to exceed one hundred (100) youth participants between the ages of fourteen (14) and twenty-four (24), as selected by TCDJFS, in a single payroll period with the following possible allowable line items: Payroll Function at \$8.75 per hour, not to exceed twenty-six (26) weeks per participant at a maximum of (30) hours per work week payable on a wage subsidy basis, including applicable benefit costs, excluding healthcare deductions, and including an ancillary cost for potential background checks. Payroll services may begin as early as July 1, 2019 through June 30, 2020 with the option that the contract may be extended for up to two (2) additional years upon successful performance during the previous year. This bid also includes the potential for a wage increase during any portion of the original contract or an extension period up to the current Ohio minimum wage plus no more than \$0.20 greater than the minimum wage. Potential contract extensions and wage increases will be determined and approved at the sole discretion of TCDJFS. 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 cost quote for the employee relationship described above. The cost quote must include the total potential cost per participant 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. The breakdown must clearly define each cost identified in the total potential cost quoted including any applicable benefit percentages associated with the wage subsidy. 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 and the required Standard Affirmation and Disclosure Form as described below. For each approved extension year, an updated cost quote will be required to evidence any adjustment in cost during the extension period.

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 to Melissa.Binion@jfs.ohio.gov using the subject line: WEP2020 Bid Question. TCDJFS will not be responsible for questions received which are not noted utilizing the required subject line.

Completed bids, according to the specifications above, must be submitted in person or by mail to TCDJFS, Attn: Fiscal Office, 280 North Park Avenue, Warren, Ohio 44481, at any time during regular business hours but no later than the **DEADLINE DATE OF 3:30 P.M. ON FRIDAY, MAY 24, 2019 with opening to occur at this location on Tuesday, May 28, 2019.** 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 main Customer Service desk only 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. Facsimile and electronic submissions are not permitted. 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 all bidders must submit with their completed bid response a fully executed Standard Affirmation and Disclosure Form as required by Executive Order 2011-12K Banning the Expenditure of Public Funds on Offshore Services. The attention of the bidder is also directed 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 Trumbull County Drug and Alcohol Use Policy adopted by Trumbull County on 09/07/16 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 (ORC) 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 ORC 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." TCDJFS shall also post and maintain a copy of this notice on its public bulletin board in the TCDJFS' main lobby beginning with the initial date of media publication through the duration of the bid acceptance period.

Publish One (1) Time: Tribune Chronicle; Sunday, April 28, 2019

TCDJFS' Lobby Posting: Glass Wall Case for duration of solicitation period