

## **Title: Request for Services: Payroll, Insurance & Temporary Staffing Services**

**Background:** The International Rescue Committee in San Diego currently runs the Connect2Work program. Through this program, IRC aims to provide youth ages 16-24 with comprehensive services to help low-income youth define and achieve educational goals, gain work experience, and embark on a career pathway that offers opportunities for living wage jobs. Program services include Work Readiness classes, on-site GED classes and basic skills remediation, career exploration activities, assistance on enrolling in community college or vocational training, paid internships in order to get youth ready for employment, supportive services to provide for work or training related costs, and stipends for youth. IRC has built the Connect2Work program to include strong partnerships with a range of stakeholders including schools, employers, and other community organizations. The youth served in the program come from across East-County San Diego and include a large number of immigrants and refugees.

The Vocational ESL (VESL) Plus program was developed by the San Diego office of the International Rescue Committee to help prepare refugees with limited English proficiency for entry level employment. Fundamentally, it is characterized by four key features. First, it utilizes a unique bilingual approach - a half-day of vocational ESL is complemented by a half-day of classes in work readiness, financial literacy, computer literacy and a selection of special topics taught in the refugees' native language. This bilingual approach has been critical to the effectiveness of the program as it allows for the rapid development of the Basic English skills needed for work, while simultaneously covering critical employment-related topics in a robust, in-depth manner that can only be accomplished by teaching in the students' native language. Second, it is delivered in an intensive, short-term format. While it is true that it can take years for an adult to become fluent in a second language, the reality of refugees and many other low-income immigrants is that there are economic pressures to find employment quickly. VESL Plus is designed to support opportunities for early employment. Third, VESL Plus offers an integrated curriculum that covers traditional topics such as resume writing and interview skills, but also includes additional subjects that are critical to successfully acquiring a first job and building solid financial footing. Finally, VESL Plus is most effective when it is not delivered as a stand-alone program but rather, paired with one-on-one employment counseling services and in-house On the Job Training (OJT) and subsidized transitional employment programs.

**Request for Services:** The international Rescue Committee is soliciting competitive bid proposals to select a vendor for the purpose of providing temporary staffing needs to be used for the Connect2Work and VESL OJT programs.

The International Rescue Committee is soliciting proposals from qualified companies or individuals to:

1. Serve as "employer of record" for pre-identified participants;
  - a. The Employer of Record is simply the entity that serves as the employer for tax (W-2) purposes while the employee performs work for a different company. The Employer of Record will serve as the legal employer for a participant enrolled in the Connect2Work program.
2. Provide temporary staffing enrollment and informational training on labor laws, safety and sexual harassment;
  - a. The Subcontractor is responsible for providing adequate training on applicable federal, state and local labor, safety and sexual harassment laws prior to first day of work.
3. Provide payroll services and support;

- a. Tasks include, but are not limited to:
  - b. Payroll processing and funding
  - c. Proof of payroll such as pay stubs or direct deposit
  - d. Tax deposits and filings
  - e. Employment contract and applicable paperwork
  - f. Ensuring appropriate Right to Work (I-9) documentation
  - g. Time sheets (with participant signature & supervisor signature)
  - h. Maintain files on each Participant in the event of audit or legal action
  - i. As applicable, employee termination
  - j. As applicable, Work Permits for minors
  - k. As applicable, Work Site agreements
4. Provide workers' compensation and insurance coverage;
    - a. Tasks include, but are not limited to:
    - b. Providing Unemployment Insurance
    - c. Providing Worker's Compensation
  5. Provide a system for ongoing communication and evaluation of participant services,
    - a. An ongoing system of communication between "Parties", defined as the employer of record, contractor and company providing work experience, is essential to a successful partnership. The selected staffing agency will need to ensure communication and evaluation of employee.
  6. Service San Diego County;
    - a. Services must be available to all of San Diego County.

The initial service period will be from August 15, 2016-June 30, 2017 with the option to extend for four (4) additional one (1) year periods through June 30, 2021. Client wages shall not exceed \$27,000 for the first service period. The chart below illustrates the structure of the internships:

<b>Program</b>	<b>Number of Participants</b>	<b>Hourly Rate</b>	<b>Hours Per Week</b>	<b>Anticipated Start Time</b>	<b>Overtime Policy</b>	<b>Number of hours per participant</b>
Connect 2work	30	\$11.50	Maximum: 40	Cohort 1: 10/2016 Cohort 2: 12/2016 Cohort 3: 03/2017	No overtime is allowed	Maximum: 45
VESL East	15	\$11.50	Maximum: 40	Ongoing	No overtime is allowed	Maximum: 40
VESL Central	6	\$11.50	Maximum: 40	Ongoing	No overtime is allowed	Maximum: 60

**Proposal:** Interested providers should submit a proposal no more than two pages that includes:

- 1. Organization Qualifications and Experience**
  - a. Description of company services and experience level with placing temporary and unemployed workers

- b. Description of how the company would ensure quality and timeliness of communication with the International Rescue Committee
- 2. Staff Qualifications:**
  - a. Brief biographies of key personnel who will be supervising and implementing service delivery
- 3. Approach and Process:**
  - a. Description of services that would provide to the International Rescue Committee including method of enrollment and payroll services including timesheet, payroll tax, etc.
  - b. Describe how you would provide workers' compensation and insurance coverage
- 4. Pricing:** Based on the information provided in the document, provide the following:
  - a. Provide the mark-up percentage rate for providing enrollment, payroll and insurance coverage for pre-identified participants
  - b. Include an explanation of cost/charges per service
  - c. Describe why your price is competitive
  - d. Disclose all applicable/hidden costs

Proposals need to be submitted no later than August 5th, 2016 at 5PM. All proposals should be emailed to Erica Bouris, Deputy Director, Programs at [Erica.Bouris@Rescue.org](mailto:Erica.Bouris@Rescue.org)