

**OUTAGAMIE COUNTY**  
**REQUEST FOR PROPOSAL**  
**FOR**  
**CONTRACTED WORKER SERVICES**

**DUE BY: May 20, 2015**

## 1.0 **Introduction and Background**

Outagamie County contracts with, on average, 30 individuals a year through a temporary employment agency. The County is responsible for finding the contracted worker and negotiating their hourly wage, the agency acts solely as a payroll service. A majority of the contracted workers under this agreement are office professionals and paid interns. Due to County policy, a contracted worker may only be assigned to Outagamie County for one-year through the temporary agency. The County employs temporary summer help, which is not part of this contracted service.

## 2.0 **Scope of Services**

The contracted agency would be acting as the common law employer to the contracted worker(s).

The contracted agency is responsible for the cost of the following -

- Cost of labor
- Federal Insurance Contributions Act (FICA)
- Unemployment Insurance
- Federal Tax
- State Tax
- Worker's Compensation Insurance for the employee
- Any other taxes
- Issuing a paycheck (or direct deposit)

The contracted agency must offer health insurance coverage or pay any penalties under Internal Revenue Service §4980H for any full time employees (as defined by the Affordable Care Act). The contracted agency must provide reporting as required under Internal Revenue Service §6056.

As stated in Section 1.0, the County will only use a contracted worker for a one-year term. It will be the responsibility of agency to notify the County once a contracted worker has been assigned to Outagamie County for 10 months.

Provide information in your proposal how the contracted worker would become an employee of your firm. For example, do they come into your facility to complete paperwork? Or, do you meet at a mutually agreed upon location? When meeting with the contracted worker, they should not be expected to travel further than 20 miles (one way) from the County Administration Building, located at 410 S Walnut St in Appleton, WI (54911). Usually the contracted worker will start a week or two after notifying them of their temporary employment, in rare instances the County may need the contracted worker to start the next business day.

Your pricing shall be a markup percentage based upon the hourly rate the County negotiates with the contracted worker.

## 3.0 **Optional Service(s)**

Occasionally, the County is unable to find a contracted worker that suits the temporary job. Provide information, including fees, on your firm's ability to recruit the contracted worker.

Additionally, the County may hire on the contracted worker. Include information in your proposal regarding any additional fees if this happened.

#### 4.0 **Contract Term**

We are seeking an initial one year term with the option of four one-year extensions with mutually agreed upon terms. The extensions will be at the sole discretion of the County.

#### 5.0 **Questions**

The deadline for questions will be end of day, May 7, 2015. Email all questions to Nicole Schoultz at [nicole.schoultz@outagamie.org](mailto:nicole.schoultz@outagamie.org). All questions will be answered online at [www.outagamie.org](http://www.outagamie.org), then Bids & Proposals under this project.

#### 6.0 **Insurance and Indemnification**

The awarded vendor shall indemnify and maintain insurance as referenced in Attachment A. Complete and return Attachment A with your proposal, the Certificate of Insurance is only required from the awarded firm.

#### 7.0 **Proposal Submittal**

Provide one original and two proposal copies. Neither fax nor email proposals will be acceptable. Include the following information in your proposal –

- o Cover page (limited to one page) which lists the primary and secondary contact to whom the County may contact regarding your proposal. Include information on your location.
- o Tab 1: Confirmation your firm will be responsible for the items as listed in Section 2.0, include additional items you will be responsible for which we do not state.
- o Tab 2: Confirmation your firm agrees to provide health insurance (or pay the penalty) as outlined in Section 2.0. Provide information on the health plan cost to the contracted worker in this tab.
- o Tab 3: Provide information on how the selected contracted worker becomes an employee of your firm. Do they go into your office or is paperwork processed remotely? If they go into your site, where is that located? Are you able to process a contracted worker with one business days notice?
- o Tab 4: Provide information regarding when your firm would be able to start the service.
- o Tab 5: References of a minimum of three and maximum of five businesses you are currently providing a similar service to.
- o Tab 6: Fees. Reference your fee as a percentage of a markup based upon the negotiated hourly wage the County will set for the contracted worker.
- o Tab 7: Include any worker categories that your firm would be exempt from employing.
- o Tab 8: Your firm's capabilities to find the contracted worker in the event the County is unable to (Section 3.0, Optional Service). Include information on how this service would be priced.
- o Tab 9: In the event the County would hire on the contracted worker, provide information regarding any fees (Section 3.0, Optional Service).
- o Tab 10: Any additional information you'd like to include (limited to three pages).
- o Tab 11: Completed Attachment A

Failure to provide all requested information may result in the rejection of your proposal.

#### 8.0 **Contact Information**

##### **Purchasing Policy and Procedure Information**

Nicole Schoultz, Purchasing Coordinator  
(920) 832-6083

[Nicole.Schoultz@Outagamie.org](mailto:Nicole.Schoultz@Outagamie.org)

## **9.0 Clarification and/or Revisions to the Specifications and Requirements**

Proposer must examine the RFP documents carefully and before submitting a Proposal may request from the County's contact person(s). A Proposer's failure to request additional information or clarification shall preclude the Proposer from subsequently claiming any ambiguity, inconsistency, or error.

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addendum prior to the due date. Proposers should rely only on the representations, statements or explanations that are contained in this RFP and the written addendum to this RFP. Where there appears to be a conflict between the RFP and any addendum issued, the last addendum issued will prevail.

It is the Proposer's responsibility to assure receipt of all addenda, which will be posted on the County's website [www.outagamie.org](http://www.outagamie.org) under RFPs & Bids. Upon posting, such addenda shall become part of the RFP and binding on Proposer(s).

## **10.0 County Reservation**

- This proposal request does not commit Outagamie County to make an award or to pay any costs incurred in the preparation of a proposal in response to this request.
- The proposals will become part of Outagamie County's files without any obligation on Outagamie County's part.
- The proposer shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Outagamie County for any purpose.
- The vendor shall report to Outagamie County any manufacturer product price reductions, model changes, and product substitutions. No substitutions are allowed without prior approval from Outagamie County.
- Outagamie County has the sole discretion and reserves the right to cancel this proposal and to reject any and all proposals received prior to award, to waive any or all informalities and or irregularities, or to re-advertise with either an identical or revised specification.
- Outagamie County reserves the right to request clarifications for any proposal.

## **11.0 Closing Date**

Proposals will be received up to 2:00 p.m. CT May 20, 2015.

## **12.0 Proposal Submittal**

Mail or deliver the proposal to –

Outagamie County Purchasing  
Attn: Nicole Schoultz  
410 S Walnut St (4<sup>th</sup> Floor)  
Appleton, WI 54911

Mark on the outside of your proposal "Contracted Worker Services".

**13.0 Taxes**

Outagamie County is exempt from Federal Excise Tax (39-6005724), Wisconsin Sales Tax (ES 41005), but if there is a tax, such as local or county, it must be shown in the proposal.

**14.0 Method of Procurement**

The method for this procurement is competitive proposal, pursuant to Chapter 22 of the Outagamie County Code of Ordinances. After submission of the written proposal, qualified proposers may be requested to make an oral presentation to a committee responsible for making final recommendations. The process allows for confidential negotiations and revisions.

**15.0 Venue**

This agreement will be governed and construed according to the laws of the State of Wisconsin. This agreement is performable in Outagamie County.

**16.0 Status of Proposal**

Upon award, proposals will be considered public record and details will be posted online. Information on status could be obtained from Outagamie County's web site [www.outagamie.org](http://www.outagamie.org) than **Status of Bids/Proposals**.