

Outagamie County
Contracted Worker Services
Vendor Questions and Answers
May 12, 2015

1. Could you provide more information on the types of jobs you are wanting to payroll. I know you stated interns and office assistants. When you say interns what job duties will they be performing? Are they more clerical in nature or professional? Are they degreed individuals? Also, with the office assistant positions are they more clerical/administrative in nature? Any additional information you can give regarding what these payrolled contracted workers will be doing will be valuable when pricing this business based on taxes, worker's compensation, etc.
The contract worker could be clerical OR professional. They may be degreed depending on the position. For example, a clerical/administrative position may include scanning documents, processing accounts payable or receivables, answering the phone and typing documents. Another position may include professional project work in the department they are functioning in, including social work, law clerks, and instructors.
2. What timeframe are you looking at making a decision and selecting a partner? Also, when will the services begin?
The service start date is anticipated for the summer; in the RFP we are asking the provider to let us know the soonest they could begin.
3. Will you want your partner to perform any background checks, i.e. drug screens, criminal, credit, etc.?
No.
4. Will you require any orientation be delivered for any employees that are new to Outagamie County?
No.