

1. Would you be able to send me a Declaration page for WC or Loss run reports for the last 3 years.

Response: We can provide a certificate of insurance that includes our worker's compensation coverage. The company has experienced minimal worker's compensation claims through the years.

2. We would need the Federal ID #

Response: The Federal ID# will be provided upon negotiation of a contract with the selected respondent.

3. Could you provide a list of job titles of the positions.

Response: The Payroll services will be for work-based learning experiences. Although the positions will vary, they will be administrative or customer service-based assignments.

4. What specific reports are required weekly?

Response: Weekly reports would include:

- **Run reports of total hours worked at completion of WBL contracted hours.**
- **Access to edit/print timesheets.**
- **Weekly/Bi weekly payment status.**
- **Pay Card delivery status**
- **Direct deposit status**
- **Access to verify if participant has completed onboarding process and/or the access to help our customers with completion.**
- **Access to print paystubs for participants.**
- **Background and Drug test status, when applicable**

5. What specific reports are required monthly?

Response: There are no specific monthly reports, please refer to the weekly reports.

6. What applicable tax filings are needed.

Response: The selected provider will be responsible for applicable payroll withholding and appropriate tax filing including the 940's and 941's. If applicable, any state level tax withholdings.

7. The RFP is for Payroll Services. In addition to processing the weekly timesheet and issuing a paycheck for each program participant, what other payroll services are needed?

Response: The Request for Qualifications 22-3 issued on 2/18/2022 indicates the full scope of work currently requested.

8. Can this contract include Full Service Provider pricing in addition to Payroll Services?

Response: The Request for Qualifications 22-3 issued on 2/18/2022 indicates the full scope of work currently requested. Respondents may offer any services that fulfill the scope of work.

9. What do you expect in a Full Service Provider?

Response: The Request for Qualifications 22-3 issued on 2/18/2022 indicates the full scope of work currently requested

10. What is the length of the contract?

Response: The contract will run from initiation through September 30th, 2022, with the ability to extend for two additional 12 month terms.

11. What is the annual total spend of the contract?

Response: Grant Associates anticipates spending between \$200-\$300k on wages for their participants. The actual value will be based on funding availability and number of interested participants. Grant Associates does not guarantee any minimum spend.

12. How many participants are in the program?

Response: The number of participants will vary, but will peak in the Spring/Summer months to coincide with summer youth employment. For historical context, in 2020 there were 310, in 2021 there were 259. The number of participants will be based on funding availability.

13. How many total hours will each participant work in the program?

Response: The number of hours will be either 120, 200, 240, 520, or 1040 depending on the funding source. Grant Associates may extend the hours originally assigned if additional funding is available.

14. What is the responsibility of the program participant?

Response: The program participant responsibility is to attend the work-based learning assignment and acquire new skills.

15. What is the responsibility of the Grant Associate Case Worker?

Response: Grant Associates does not have Case Workers. Grant Associates has a Career Navigator position. The Career Navigator is responsible for recommending participants to the Work Based Learning Coordinators, open service codes in the system of record (TWIST), and maintaining case compliance in accordance with Workforce Solution Borderplex and Texas Workforce Commission guidelines.

16. What is the responsibility of the Grant Associate Employment Ready Specialist?

Response: Grant Associates does not have Employment Ready Specialists.

17. What is the responsibility of the Grant Associate Work Based Learning Coordinator?

Response: The Work Based Learning Coordinator is responsible for referring participants to pay rolling company for onboarding and payroll. They are responsible with assisting with scanning I-9 paperwork for online onboarding. They review and approve timesheets, adjusting if needed, and maintaining a back up of each participant's timesheet. They serve as the contact and primary liaison between agencies that refer participants to work based learning. They review, inspect, and process collected timesheets for accuracy. They aid with interagency cooperation.