



Request for Qualifications - Temporary Staffing Services

The Rhode Island Department of Labor and Training (RI DLT) is seeking Requests for Qualifications from temporary staffing agencies to perform temporary employment payroll and related services for workers in temporary, subsidized jobs. The U.S. Department of Labor awarded National Emergency Grant funds to RI DLT to create temporary jobs for eligible dislocated workers to assist with cleanup and recovery efforts related to Hurricane Sandy in the following Counties: Washington, Newport and Bristol.

The services RI DLT requires include the following:

- Employee payroll services for up to 75 employees, for a maximum of \$20,000.00 per employee in the following sample job categories, through April 23, 2013:
 - Administrative/Clerical
 - Case Management
 - Project Management
 - General Laborers
 - Debris Cleanup
 - Maintenance/Custodial
- Insurance and fringe coverage
- Tracking mechanism to record individual employee hours and payroll earnings
- Other employment related services as needed

Parties interested in submitting a proposal to provide the above mentioned services must submit qualifications, entitled “**Request for Qualifications - Temporary Staffing Services**” to the RI DLT, 1511 Pontiac Avenue, Building 73/3rd Floor, Cranston, RI 02920, no later than 3:00 p.m. on November 27, 2012. **RI DLT will accept hard copy submissions only.** Proposals should not exceed three (3) pages in length, not including sample forms and attachments, and must include:

1. Your firm’s administrative procedures for performing payroll services for temporary employment including:
 - Reimbursement/invoicing standards
 - Process for ensuring confidentiality of information
 - Security measures
2. Specific experience related to any grant-funded temporary employment programs (if any)
3. Staff qualifications of key personnel
4. Minimum of two references
5. Administrative/Management cost as determined by a percentage of hourly rate (note: RI DLT will negotiate final contract amount with selected bidder)
6. Please attach copies of: Workers Compensation and General Liability Insurance Coverage policies, sample agreement/contract executed with host worksites, and sample employee timesheet.

Instructions and Notifications to Offerors:

- Potential offerors are advised to review all sections of this Request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the Department of Labor and Training.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Department of Labor and Training at the time of opening for any cause will be determined to be late and may not be considered. The “Official” time clock is in the reception area of the Department of Labor and Training.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This will be a requirement only of the successful bidder(s).
- Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public record, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror’s proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- Selection of a bidder for this award does not constitute approval of the application as submitted. Before the actual contract is executed, we may enter into negotiations about such items as staffing and funding levels, etc.

- The State reserves the right to accept or reject any or all proposals received as a result of this request or to cancel in part or its entirety this RFQ, if it is in the best interest of the State to do so. In addition, the State reserves the right to waive any and all requirements of the RFQ.
- The State reserves the right not to fund any proposal solely due to the submission of the lowest cost or receipt of the highest ranking. All contract awards are subject to the availability of Federal funds and the execution of a contract that is acceptable to both the selected respondent and the State.
- The State of Rhode Island has a goal of ten percent (10%) participation by Minority Business Enterprise's (MBE) in all State procurements. For further information, visit the website www.rimbe.org. To speak with an M.B.E. Officer, call (401) 457-8253.
- Any respondent who has submitted a response to this RFQ may appeal an award announcement. The process for appealing an award is as follows:

All protests, appeals or complaints must be submitted in writing to the Department of Labor and Training within five (5) working days of the award announcement addressed to the Assistant Director of Workforce Development Services for review and to determine merit. In order for an appeal to be found to have merit it must show that a substantial portion of the RFQ process or Federal procurement guidelines was violated. Only appeals that cite the specific section(s) of the RFQ that have been violated will be considered.

If protests, appeals or complaints are found to have merit, the appeal will be evaluated by the Director of the Department of Labor and Training. The decision made by the Director of DLT will be final.

Appeals received after the established deadline will not be accepted. Appeals may not dispute a particular score received by the petitioning agency, or the scores assigned to a competing agency. The scores awarded are final and are not subject to question by an appealing agency.

- Interested parties are instructed to peruse the Department of Labor and Training web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFQ.

Please note that procurement policies mandate that staff of the Department of Labor and Training will not be allowed to discuss the RFQ. Questions may be submitted but only written inquiries will be accepted. Questions should be emailed to Connie Parks at cparks@dlt.ri.gov prior to 11/27/2012. All questions and answers will be posted to the DLT website at <http://www.dlt.ri.gov/wfds>.

Equal Employment Opportunity (RIGL 28-5.1)

§ 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state

licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090.

PRE-PROPOSAL QUESTIONS & PROPOSAL SUBMISSION

Interested parties may submit emailed questions, in accordance with the terms and conditions expressed above, no later than the date and time indicated. Questions received, if any, will be answered and posted on the Department of Labor and Training website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

Interested offerors may submit proposals to provide the services covered by this Request on or before the deadline for submission posted below on this solicitation. Proposals received after this time and date may not be considered.

Parties interested in submitting a proposal to provide the above mentioned services must submit qualifications, entitled "Request for Qualifications - Temporary Staffing Services", to the RI DLT, 1511 Pontiac Avenue, Building 73/3rd Floor, Cranston, RI 02920, no later than 3:00 p.m. on November 27, 2012. RI DLT will accept hard copy submissions only.

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other state locations or which are otherwise not presented in the Department of Labor and Training by the scheduled due date and time will be determined to be late and may not be considered. Proposals faxed or emailed to the Department of Labor and Training will not be considered. The official time clock is located in the reception area of the Department of Labor and Training.