



# Request for Proposals

**For Provision of Third-Party Human Resources & Payroll Services, including serving as Employer of Record, for Subsidized Work Experience, for participants enrolled under the Workforce Innovation and Opportunity Act (WIOA) and/or other funding streams, in the County of Kern, through June 30, 2022.**

Issue Date: February 16, 2021

Deadline for Receipt: March 8, 2021  
3:00 p.m. Pacific Standard Time

Employers' Training Resource  
America's Job Center of California (AJCC)  
1600 E. Belle Terrace  
Bakersfield, CA 93307  
661-619-0270 (proposal contact)  
[www.etronline.com](http://www.etronline.com)

**EMPLOYERS' TRAINING RESOURCE**  
**A Workforce Development Agency for the**  
**COUNTY OF KERN**

**Request for Proposals to Provide Third-Party Human Resources and Payroll Services, including acting as Employer of Record, for Subsidized Work Experience, for participants enrolled under the Workforce Innovation and Opportunity Act and/or other funding streams, through June 30, 2022**

**SUMMARY**

Employers' Training Resource (ETR) is seeking one (1) qualified provider to serve as Employer of Record and provide Human Resources and payroll services for participants enrolled in various ETR programs that include subsidized work experience. ETR is the grant recipient and administrative entity for the Kern, Inyo and Mono Counties Workforce Development Area (WDA) under the Workforce Innovation and Opportunity Act (WIOA), as well as a recipient of funding under other federal and state programs. As a department of the County of Kern, ETR is not permitted to act as Employer of Record for customers participating in subsidized work experience. This Request for Proposals (RFP) is not for the solicitation of a contracted provider for a specific project, but for the "blanket" procurement of a provider with whom we may subsequently enter into reimbursement contracts for specific projects/funding streams as they come up throughout the term of the procurement, ending June 30, 2022.

A summary of the proposal, sample Agreement, and required sections, including application, may be downloaded from our website: [www.etronline.com](http://www.etronline.com). If Agency prefers to originate the Agreement and use its own template, that template may require modification to meet County's requirements. The RFP is not being issued in hard copy format. However, if you have difficulty downloading it from our website, contact Karen Briefer at [brieferk@kerncounty.com](mailto:brieferk@kerncounty.com) to receive the packet via e-mail.

**Scope of Services Requested Under this RFP**

- Serve as Employer of Record for subsidized work experience participants enrolled by ETR into County programs;
- Provide payroll services including distribution of pay (whether by check, debit card or other means), and handling of legally required state and federal payroll deductions;
- Provide means by which ETR may "onboard" or refer participants to AGENCY for onboarding into HR/Payroll system;
- Collect and verify participant time records or provide system through which participants enter time records and ETR or AGENCY staff verify with host employer;
- Conduct participant orientation including required Sexual Harassment training under California Law;
- Maintain Workers' Compensation insurance for participants
- Provide Master Worksite Agreement templates for use with host work sites;
- Provide Individual Work Agreements for use with participants;

- Provide training for ETR staff if ETR is required to make entries into payroll or other components of system;
- Meet County requirements for insurance coverages; and
- Be willing and able to operate on a reimbursement basis with costs based on applicable wage, insurance, benefits and a “per head” or other participant-based fee to cover operating costs. Onboarding fees and indirect cost rates are acceptable, but “cost plus percentage” models are not allowed under WIOA.
- Applicants must also be willing to work with participants who have been recently released from incarceration in prison or the county jail system, and who may currently be under supervised release. If offering work site placement services (optional), must ensure that work site is appropriate for participant’s work restrictions, if any.

Applicants may be local or remote. If local, applicant may offer work site identification and placement services or specify that ETR develop work sites and placements.

### Available Funding

Since this RFP is for a blanket procurement of the right to enter into subsequent agreements, no funding amount applies to this request. Once a provider is selected, contracts for specific projects will be negotiated according to the agreed upon parameters and applicable wages/costs.

### Important Dates

The following dates are set forth for information and planning purposes only. These dates may be changed upon notice to prospective Applicants:

RFP Issuance Date	February 16, 2021
Proposal Due	March 8, 2021 at 3:00 pm PST
Workforce Development Board Approval	March 17, 2021 at 7:00 am PDT
Appeal Deadline	March 24, 2021 at 3:00 pm PDT

### RFP Contact

RFP Contact Person for questions about the proposal process or technical issues is:

Karen Briefer, Supervising Departmental Analyst  
 Employers’ Training Resource  
 1600 East Belle Terrace  
 Bakersfield, CA 93307  
 Telephone (661) 619-0270 (mobile)  
 E-mail [brieferk@kerncounty.com](mailto:brieferk@kerncounty.com)

## **Addenda to the Request for Proposals**

At the discretion of ETR, if it becomes necessary to revise any part of this RFP, an addendum will be provided to all known recipients of this RFP and posted on the ETR website. Any clarification will become an addendum to this RFP.

Respondents are responsible for checking the website, [www.etronline.com](http://www.etronline.com) frequently to remain informed about the procurement process and other information that may affect this RFP (e.g. WIOA regulations, changes to performance measures, and revisions to the timeline).

## **Right to Cancel**

ETR reserves the right to cancel all or any part of this RFP at any time without prior notice and reserves the right to modify the RFP process and time line as is deemed necessary.

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