

SECTION III-A: THIRD PARTY HUMAN RESOURCES AND PAYROLL SERVICES APPLICATION - INSTRUCTIONS

Please complete your proposal to become ETR's selected provider of project-specific, third party human resources and payroll services for participants in subsidized, transitional employment (paid work experience) by filling out and submitting the following application form.

- You must complete the application section electronically, in Microsoft Word or compatible format. Attachments may be scanned to PDF. Electronic copies of the application may be downloaded from ETR's website at <http://www.etronline.com>.
- Font and type size should be legible (Arial, size 11 is preferred).
- You must submit one (1) hard original of threshold documents and financial statements and one (1) hard original plus three (3) hard copies of your application.
- One (1) electronic copy of your application(s) must be submitted on a removable, virus-free "flash" drive.
- This form was designed to lead applicants through question areas in the same order in which the issues appear on the evaluation forms. *You may add lines/blank space as needed to make room for your responses. If you need to cut and paste text to a new page or document without tables, you may do so.*
- Except where noted in the instructions, all responses should be provided directly on the form.

ETR reserves the right to request additional backup documentation from applicants.

SECTION III-B: THIRD PARTY HUMAN RESOURCES AND PAYROLL SERVICES APPLICATION

Organization Summary

1.	Organization Name:	
2.	Contact Person:	
3.	Activity/Program:	3rd Party Human Resources and Payroll Services
5.	Maximum number of active ETR participants agency is able to serve at a given time. If not limited, enter "Not Applicable"	
4.	Is your agency able to serve participants across all areas within Kern County? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Limitations If there are limitations, please describe:	
5.	Is your agency willing and able to serve participants with criminal records, including felonies? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Limitations If there are limitations, please describe:	
6.	Capabilities and Demonstrated Ability (Pass/Fail): This category will evaluate your Agency's previously demonstrated management capability and experience in providing the services being proposed, including the ability to manage and track participant's sick time accruals, program expenditures and maintain fiscal integrity.	
	a)	Please provide a brief history of your organization's history of the provision of third party human resources and payroll services, including experience serving as Employer of Record for participants or customers who are not considered employees of the employer at which they are placed for work (whether these are students or participants in work study or subsidized employment, or some other form of temporary or contracted employee.
	b)	Please provide documentation of your Agency's history of compliance with WIOA, other Federal or comparable reporting requirements including timely submission of Operator Expense Reports (reimbursement claims), proper documentation of expenditures relative to contract amounts, compliance with the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards ("Uniform Guidance") and overall program and fiscal accountability such as audits and monitoring reports.
	c)	Does your Agency have the financial resources to operate on a retroactive reimbursement basis—i.e. is your Agency able to cover all expenses associated with the proposed program up front, receiving reimbursement on a monthly basis after the fact? <input type="checkbox"/> yes <input type="checkbox"/> no
	d)	Describe how your Agency will comply with the Affordable Care Act, California's Healthy Workplace, Healthy Family Act of 2014 ("Sick Leave Law"), and SB1343 (Sexual Harassment Training requirement) as they apply to participants.
7.	Service Model and Ease of Use (50 pts maximum)	
	a)	Please provide an overview of your service model for participants in subsidized work experience.
	b)	What payroll platform does your agency utilize for time records and payment? Please identify what tasks are to be performed by the participant, by ETR staff, and by your agency.
	c)	Will participants and ETR have online access to participant time records and reports? <input type="checkbox"/> Yes <input type="checkbox"/> No Please describe methods used for time entry and verification.
	d)	How are participants paid and how often?
	e)	Does your agency offer subsidized work placement serviced (identification of host work sites, placement of participants at them) or will ETR be responsible for finding work sites and placing participants at them?

	f)	Please describe how services will be provided to participants who may be located outside the greater Bakersfield area, in outlying areas of Kern County.
8.	Pricing Model/Costs (50 pts. Maximum) Please describe your pricing and cost structure.	
	a)	Does your agency charge a “Per Head” onboarding fee? If so, what is it?
	b)	Does your agency provide benefits for participants working “full time”? If so, how many hours can participants work in a given week without being considered full time?
	c)	Please describe any cost differences to be charged based on whether participants work full or part time schedules.
	d)	Is there a difference in pricing based on how many participants are actively working/still in your system at any given time? If so, please describe.
	e)	Are there any monthly or other fees charged that are not participant-based? Please describe any costs ETR might incur during periods when there are no participants actively working on a specific project.
	f)	“Cost Plus Percentage” charges are not allowed under WIOA. However, use of an indirect rate to cover costs that cannot be determined directly is allowable. If your agency intends to use an indirect rate, please list and indicate if it is federally recognized:
	g)	If there are any cost increases based on number of participants actively working at a given time, is this number calculated on a per-project basis or across all projects? Please explain, since ETR expects to have multiple projects with different weekly and total hour maximums, possible different wage rates and participant enrollment targets. We need to know whether any increased charges would be triggered by numbers across all projects, or just within each separately contracted project.

SAMPLE QUOTES

In order to facilitate comparisons across proposers with different pricing models, and between projects with different needs, please provide current quotes for the following examples. Please break quotes into your invoicing categories.

EXAMPLE 1

Total Number of Participants: 80
 Number of hours per week to be worked: 40
 Maximum number of hours per participant: 1040
 Maximum actively on work sites during any given time: 25
 Wage: \$14/hr
 Industries for Placement: Varied, may include office work, buildings and grounds, oil fields, medical office, warehousing, etc.

If your agency offers work site placement, please provide quotes for both ETR handling all placement vs. your agency providing this service

EXAMPLE 2

Total Number of Participants: 24
 Number of hours per week to be worked: 32
 Maximum number of hours per participant: 832
 Maximum actively on worksite at any given time: 10
 Wage: \$14
 Industries for Placement: Varied, may include office work, buildings and grounds, oil fields, medical office, warehousing, etc.

If your agency offers work site placement, please provide quotes for both ETR handling all placement vs. your agency providing this service.