



RFP 25-434

Employer of Record Services

Questions & Answers

1. Question: Job titles and job descriptions?

Answer: Our need for Employer of Record services is for various workforce program participants in either paid Work Experience or Subsidized Employment. Work experience allows unskilled workers to gain basic work skills. Subsidized Employment is used for work assignments that will give employees a chance to work at a company for a limited time, in the hope that they will gain the skills needed to be hired by the company.

A third-party Employer of Record is needed to manage payroll, taxes, and compliance for subsidized or temporary work placements.

Some of job titles (this is not all-inclusive list) are: Therapy Tech, Clerk, Maintenance Worker, Office Assistant, Chiropractic Assistant, Receptionist Assistant, Janitor, Teacher Assistant, Cook, Child Care Worker, Activity Assistant, and Camp Facilitator.

2. Question: Pay rate?

Answer: Current Work Experience rate is \$10.00 per hour. Subsidized Employment can be \$20.00 per hour or more.

3. Question: Estimated hours worked per week?

Answer: It varies.

4. Question: Is this a full-time position or part time work?

Answer: Both.

5. Question: Length of contract/engagement?

Answer: See section titled “Contract Period” on page 5 of RFP.

6. Question: Are these temporary (several months at a time) or on-going permanent positions?

Answer: Temporary.

7. Question: State locations? Are they all in TX or in various states?

Answer: Texas.

8. Question: Prescreening/ background check requirements?

Answer: Some employers require prescreening/background checks. Some do not.

9. Question: Volume of workers engaged in a calendar year?

Answer: For 2024, 182 customers/workers. This number varies from year to year.

10. Question: Is this a new initiative? If no, could you kindly confirm the names of the current incumbents and contract budget?

Answer: No, this is not a new initiative. See answer to Question 1.

11. Question: Are there any mandatory compliance or regulatory obligations associated with this RFP?

Answer: Yes. See the following regulatory obligations associated with this RFP: Awarded entity shall be able to fulfill its responsibilities associated with this RFP in accordance with the provisions of the law and regulations governing its activities. The awarded entity shall assume full responsibility for its performance under the terms of the resulting contract. If at any time any party is unable to perform its functions under the resulting agreement consistent with such party’s statutory or regulatory mandates, the affected party shall immediately provide written notice to the other parties to establish a date for resolution of the matter. The awarded entity, and any official or employee thereof, shall have no personal financial interest, direct or indirect, in the resulting contract. The awarded entity shall take steps to assure compliance.

Securing the confidentiality of all records and other client information in accordance with state and federal law is required.

As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the grant applicant assures that it has the ability to comply with the nondiscrimination and equal opportunity provisions of the following laws and will remain in compliance for the duration of the award of federal financial assistance:

- Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I—financially assisted program or activity;
- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
- Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs; and

The grant applicant also assures that, as a recipient of WIOA Title I financial assistance, it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

12. Question: Is there a preference for local vendors for this project?

Answer: No preference.

13. Question: We are not HUB certified, but we are Minority Owned Business Enterprise (MBE), Is HUB Certification Mandatory?

Answer: HUB certification is not required of the awarded entity; however, proof of HUB certification is required to receive the points for the Evaluation Criteria category titled “Historically Underutilized Business” in this RFP.

14. Question: Is there any copy of Licenses or certifications required?

Answer: No.

15. Question: Are the Employer of Records services requested for WSDet Board employees and/or just Workforce participants/clients, such as in paid work experience or subsidized employment arrangements?

Answer: The requested Employer of Record services as outlined in this RFP are not for WSDet Board employees. See answer to Question 1.

16. Question: Who serves as WSDet's current PEO/EOR contractor?

Answer: A.T. Staffing

17. Question: For how long has WSDet's current PEO/EOR contractor served in this capacity?

Answer: Since 07/07/2013.

18. Question: What is the fee structure of WSDet's current PEO/EOR contractor?

Answer: Percentage of gross wages.

19. Question: How many employees or participants are expected to be paid under this contract for the fiscal year ended June 30, 2026?

Answer: Approximately 180 participants.

20. Question: IF the EOR/PEO services requested under this RFP include WSDet Board employees, what employee benefits do Board employees currently have?

Answer: N/A.

21. Question: What is the estimated contract value for the services to be provided for FY26 under this RFP?

Answer: It depends on participant enrollment. For 2024, the contract value was roughly 1.2 million dollars.

22. Question: Is our entity eligible to serve under this contract as an employee of record but NOT a professional employee organization licensed in the State of Texas?

Answer: Yes.