RFP Minutes FROM BIDDER’S CONFERENCE 4/13/2021

On Virtual Zoom Call:

Sheryl Davis Kohl, Beacon Staffing

Kim Justus, WIOA Operations Mgr, SWN

Julie Brown, Fiscal & HR Mgr, SWN

Kim began the meeting explaining the RFP was to manage work experience participants: Approx.

(30) July – Sept and (10) Year Round. To be the employer of Record and manage all timekeeping and payroll functions.

RFP QUESTIONS FROM BIDDER’S CONFERENCE 4/13/2021

* Worksite locations that work experience participants will be assigned to work?

**Typically, Non-profits in Cecil and Harford Counties. Examples in past: Boy & Girls Clubs, Libraries, State Parks, Freedom Hills, Town of Elkton. Age Appropriate when matching participants.**

* Number of workforce experience participants in the last five years, their ages and total hours worked?

**Varies based on funding. In past 5 years total for number of participants and total hours worked: PY19=57 youth for 7774.98 hrs, PY18=38 youth for 4879.17 hrs, PY17=41 youth for 5166.95 hrs, PY16=19 youth for 2152.88 hrs and PY15=21 youth for 2175.50 hrs. Ages for all years range from 14-24.**

* In the past five years has there been any work related injuries to the participants if yes can that list of injuries be provided and any lost time information be provided?

**For Workers Compensation, only 1 real claim in the past 5 years. Was for sprained ankle working in State Park. Was towards end of program so youth lost less than 30 hours.**

* Will contractor be responsible for communicating daily attendance with work-site representatives?

**Yes, Supervisors will sign-off at client worksite.**

* Is the pay period for work experience participants weekly or bi-weekly?

**Weekly, follow employers.**

* Can contractor offer direct deposit, pay cards as an additional method of paying to work experience participants?

**Goal is to teach financial literacy to participants (yes to direct deposit), (no to pay cards).**

* Is there a dress code that work experience participants will be required to wear for work?

**Follows where they are placed, SWN can assist with required items (ex. Steel-toed shoes).**

* Will personal protective equipment be provided by SWN for the work experience participants?

**Yes**

* In the event that minimum wage is increased will the vendor be allowed to increase their fee to SWN?

**Yes, to different amounts using same make-up. $11.75 current/Jan 2022 increase to 12.50.**