



Request for Proposals

Temporary Staff Services

Workforce Solution of Central Texas, Board Office
200 N. Main
P.O. Box 450
Belton, Texas 76513
(254) 742-4512

ISSUE DATE: December 27, 2024

RESPONSE DEADLINE: January 31, 2025

Workforce Solutions of Central Texas Board Request for Proposals (RFP) Instructions

The Workforce Solutions of Central Texas Board, Belton, Texas will receive bids for:

Temporary Staff Services

General Information

The Workforce Solutions of Central Texas Board (WSCTB) is soliciting bids from staffing firms/agencies that provide temporary staff services. WSCTB serves the Central Texas Area consisting of the following counties: Bell, Coryell, Lampasas, Milam, Mills, Hamilton, and San Saba. WSCTB also plans and oversees workforce programs under Federal and State funding sources.

The attached materials are provided to describe detailed activities which need to be completed for submission of a bid. Questions about the RFP may be submitted electronically to wsb@workforcesolutionsctx.com. **Questions regarding the RFP must be received by 5:00 p.m. CST, January 10, 2025. Response will be issued by January 14, 2024.**

Bids must be submitted electronically to the WSCTB by **5:00 PM on January 31, 2025.**

WSCTB reserves the right to contract for a period not to exceed five (5) years. All contracts are reviewed and renewed/terminated annually. The number of temporary staff requested during the contract period may vary.

Submission of Bids

Bids must be submitted electronically to wsb@workforcesolutionsctx.com **no later than 5:00pm CST, January 31, 2025.**

See Exhibit A for a list of items required to be included in the bid and order of submission.

See Exhibit B for proposal summary.

Bid Selection Process

The bid evaluation will be performed by WSCTB staff. The WSCTB reserves the right to select an independent review team for the purpose of RFP evaluation should the need arise. The following considerations apply to the selection process:

1. All bids considered must be received on time and be responsive to the RFP instructions.
2. WSCTB will base their selection on demonstrated competence and qualifications, including: Demonstrated Performance, and Reasonableness of Cost.
3. Bidders must complete the chart in exhibit C.
4. In accordance with the 73rd Texas Legislature, WSCTB will make a good faith effort to award contracts to Historically Under-Utilized Businesses (HUBs). It is the policy of this organization to pursue HUB business. However, the final decision as to the award of this contract will be contingent upon weighted evaluation criteria.
5. All bidders will receive notification of the contract award. A bidder who wishes to protest the decision will be required to notify the WSCTB Complaint Officer, in writing, within ten (10) working days from the date of the notification letter. The WSCTB Complaint Officer is:

Linda Angel
Equal Opportunity Officer/Section 504 Coordinator
200 North Main
P.O. Box 450
Belton, Texas 76513
linda.angel@workforcesolutionsctx.com

The complainant letter must specify the nature of the protest and any desired remedies of action. The WSCTB reserves the right to determine whether the protest is valid and merits further consideration.

Bid Evaluation Criteria

The review and selection process will include the following criteria and value system:

<u>Criteria</u>	<u>Value</u>
Demonstrated Performance	25
Reasonableness of Cost	65
Historical Underutilized Business (HUB)	10

Demonstrated Performance:

This criterion examines the demonstrated ability of the bidder to deliver quality products in a timely manner. Three references will be required. Firms that are currently doing business with the Board or who have done business with the board within the last 3 years do not have to submit references. (See Exhibit F)

Reasonableness of Cost:

This criterion examines the cost of services being purchased /provided. (Exhibit C)

Historical Underutilized Business (HUB)

This criterion focuses on services provided by certified minority or women-owned business as defined by Texas Government Code, Chapter 2161.

Bid Conditions

1. WSCTB reserves the right to accept or reject any or all bids submitted.
2. WSCTB is exempt by law from payment of Texas Sales Tax and Federal Excise Tax.
3. This RFP does not commit WSCTB to pay for any cost incurred prior to the execution of any contract. All contracts are contingent upon availability of funds from the U.S. Department of Labor and/or Texas Workforce Commission.
4. The intent of this RFP is to identify the various contract alternatives and estimates of costs for the item solicited. WSCTB is under no legal requirement to execute a contract from any bid submitted.
5. The bid must contain a list of three (3) references where like services have been performed within the preceding twelve (12) months. Include the name of the business or governmental entity, address, telephone number, and contact person. Current contractors with the Board, or those who have done business with the board within the last 3 years, do not need to submit references.

6. Bidders shall not contact, or make offers of gratuities or favors, to any officer, employee, member of the WSCTB or Board staff, or any subcontractor employees of the WSCTB. Violation of this instruction will result in immediate rejection of the bid.
7. WSCTB specifically reserves the right to vary the provisions set herein any time prior to the execution of the contract where such variance is deemed to be in the best interest of the WSCTB.
8. The contents of a successful bid may become contractual obligations, if a contract is awarded. Failure of the bidder to accept those obligations may result in the cancellation of the bid for selection. The contents and requirements of this RFP may be incorporated into any legally binding and duly negotiated contract between WSCTB and the selected vendor(s).
9. WSCTB reserves the right to select and/or contract with more than one vendor from the bids submitted.

Exhibit A

Bid Requirements

All bids submitted must have the following information and in the following order:

1. Proposal Summary Form – **Exhibit B.**
2. Questionnaire, including proposed costs - **Exhibit C.**
3. References - **Exhibit D.**
4. Certification Form – **Exhibit E**

Exhibit B

CENTRAL TEXAS WORKFORCE DEVELOPMENT BOARD

**PROPOSAL SUMMARY FORM
FOR**

Temporary Staff Services

Company Name

Contact Name

Address

City

State

Zip

Phone

Fax

Email address

Authorized Signature

Date

Proposal Offer is Valid Until

Exhibit C

Questionnaire

Service	Fee		
Drug Test			
Background Check			
Position Type	Hourly Pay Rate	Markup Rate Pay Rolled	Markup Rate Recruited
Clerical			
Professional			
Accounting/Financial			
Other Position Type:			

Questionnaire	Yes	No
1. Does your organization include a buyout fee for temps? If yes, explain:		
2. Is there a recruitment fee included in the markup fee? If yes, explain:		
3. Are there other fees included? If yes, explain:		
4. Are background checks conducted on all temps?		
5. Is drug screening conducted on all temps?		
6. Is your company bonded? If yes, how much: _____ What is the name of the bonding agency? _____		
7. Are you a HUB (Historically Underutilized Business)? If yes, please provide documentation.		

Temporary Agency/Staffing Firm Signature

Date

Title

Exhibit D

References Sheet

1. Company/Business: _____

Contact Person: Name _____
Name _____

Phone _____ E-mail address _____

Location: No. & Street _____ City _____
State _____ Zip _____

2. Company/Business: _____

Contact Person: Name _____
Name _____

Phone _____ E-mail address _____

Location: No. & Street _____ City _____
State _____ Zip _____

3. Company/Business: _____

Contact Person: Name _____
Name _____

Phone _____ E-mail address _____

Location: No. & Street _____ City _____
State _____ Zip _____

EXHIBIT E

**CERTIFICATION
REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION**

LOWER TIER COVERED TRANSACTION

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant's Responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any statements in this certification, such prospective participants shall attach an explanation to this proposal.

Name of Authorized Representative

Title

Signature

Date