Work-Based Learning Payroll Services Q&A

Updated May 10, 2021

1. The scope of proposal states the GLWA is divided into five separate workforce areas and must each have its own separate funding. Can you provide clarity into what level of detail is desired? Would this be for tracking total hours & funds that go to each area? Or would a more granular reporting be needed? ie. a completely separate banking account and financial records for each area.

   This is for Tracking total hours and funds for each area.

2. Are learning wages being allocated to the Vendor as a reimbursement or at the startup of the project?

   Reimbursement

3. Will the weekly timesheets/paperwork come from one Career Center staff person? Or will the Vendor have 5 individual offices to coordinate with?

   Each Career Center in the 5 local areas will send in time sheets. Timesheets could be received from more than one Career Center in each Local Area.

4. Can the Vendor set the method on how timesheet hours are transmitted to the Vendor? For example, could the Career Center staff email a spreadsheet with the requested data and then mail copies of the timesheets to be stored as backup.

   If the Vendor has a different but efficient method in place for the entire payroll process, please respond based on your payroll method.

5. The proposal states the Vendor is to prepare all necessary employee paperwork. What paperwork is being referred to (employment application, w2, etc.)? If the Career Center is recruiting and hiring the employee, will the Vendor have the employee fill out their own specific employment application? If yes, can this be done before an actual employment offer is given? Can the Career Center give these documents to the employee as part of their recruiting process?

   Yes, to all questions

6. Other than E-verify, will any security clearances be needed?

   No

7. Will the employee fall under the HR policies of the Vendor?

   Yes, while in the program. The WBL program has guidelines for participants and worksites to follow.
8. In cases where disciplinary actions or termination are needed, will the Vendor be expected to take lead on these actions?

   No. The Career Center Case Manager handles these situations.

9. Can the Vendor require direct deposits for all employees?

   Yes

10. Is there a maximum number of participants we should consider? It would be extremely helpful to calculate the direct costs.

    In Program Year 2019 we served approximately 650 youth participants

11. With regards to the Vendor profit, the proposal mentions this item is negotiated separately. Does this mean we are not to insert a proposal for profit for this RFP?

    You need to include your proposed Vendor profit in your proposal. If the proposal is acceptable except for the amount of Vendor profit; then the Vendor profit can be negotiated.