

SVRC Industries, Inc.

REQUEST FOR PROPOSAL (RFP)

SVRC Industries, Inc., a 501(c)(3) private not-for-profit human services agency, is requesting proposals from qualified firms for Temporary Employment Services. Proposals from small, minority, women, veteran or disabled owned businesses are encouraged. Format accommodations are available upon request. A complete bid package can be downloaded from our website www.svrcindustries.com. For assistance/questions send email to jwaier@svrcindustries.com. The deadline for submission is August 31, 2017.

SVRC Industries
919 Veterans Memorial Highway
Saginaw, Michigan 48601

Competitive Procurement
REQUEST FOR PROPOSALS (RFP)

Temporary Employment Services

**PROPOSALS MUST BE SUBMITTED NO LATER THAN 4:30 P.M. EASTERN TIME ON,
August 31, 2017**

**PROPOSAL FORMAT AND ORDER SHOULD FOLLOW THE RFP FORMAT AND
ORDER EXACTLY (SECTION BY SECTION, QUESTION BY QUESTION, IN THE SAME
ORDER AS IT APPEARS IN THIS RFP).**

Background and General Information:

SVRC Industries, Inc. a 501c3 private not-for-profit agency providing a variety of human services programs is seeking a provider to provide temporary employment services. The quote/bid must be for a markup percentage (%) rate. This rate would be added to the pay rate we request for each individual position. The service level will be determined by SVRC and will change from time to time. This contract is expected to exceed \$100,000 per year. Due to possible changes in program funding, SVRC cannot guarantee that services will be needed for any specific period of time or that any specific number of employees will be needed. SVRC reserves the right to discontinue services immediately if deemed necessary by SVRC. When a need arises for a temporary employee, individual contracts for each employee, in each position, will be signed by the provider and SVRC.

The selected provider must provide copies of current business licenses issued by the State of Michigan and the City of Saginaw. The selected provider must also provide proof of insurance for workman's compensation, unemployment and general/professional liability.

The temporary services staffing provider shall be procured on an open, competitive basis. SVRC Industries shall select the bidder whose proposal is responsive to the RFP and is most advantageous to SVRC Industries as specified in the RFP as solely determined by SVRC Industries. In order to be considered, a proposal must clearly set forth all responses in the format required by the RFP. Any and all proposals may be rejected in whole or in part. SVRC Industries reserves the right to rescind this RFP in whole or in part. SVRC Industries shall not be responsible to any bidder or potential bidder for any costs incurred or opportunities lost in responding to this RFP or in deciding not to respond.

The purpose of this RFP is to procure a licensed and insured temporary employment service provider.

SVRC Industries operates an equal opportunity procurement process. Proposals from minority, female, veteran or disabled owned businesses are encouraged. Upon request, SVRC Industries shall make this RFP available in large print or alternative format to individuals with disabilities.

The successful bidder shall be required to comply with all applicable federal and state laws prohibiting discrimination on the basis of race, color, religion, sex, national origin, age, height, weight, marital status, disability, or any other protected category.

Selection and Submission Process:

All proposals must be submitted in a sealed envelope or package, labeled:

“SVRC Industries Temporary Employment Service PROPOSAL”

and addressed to: Jordan Waier
SVRC Industries
919 Veterans Memorial Highway
Saginaw, Michigan 48601

In order to be considered, the bidder must submit one original and three copies of the proposal so that they are received by SVRC Industries by 4:30 P.M. Eastern Time on August 31, 2017, and must be signed by a person with authority to bind your organization in contract. Faxed or emailed proposals will not be eligible for funding.

The review process may include such things as reference contacts and requests for additional information and clarifications from bidders.

Termination Prior to Completion:

SVRC reserves the right to terminate this agreement if the successful bidder cannot comply with SVRC Industries’ design requests, or if SVRC Industries receives funding reductions which make funding of temporary employment services unfeasible. The determination of the sufficiency of grounds for termination under this clause shall be within the sole discretion of SVRC Industries. Temporary employment may be ended immediately and without notice at any time.

Specifications:

The successful bidder/s will charge a reasonable markup percentage (%) rate for temporary employees. The types of positions that we typically need are: clerical, data entry and also more professional positions such as case managers and program instructors, that require a four year degree.

Scoring Criteria for Rating Proposals:

Proposals will be scored based upon the criteria listed below. Selection of the winning bid will be made based upon the outcome of the combined scores of all reviewers. This method of proposal evaluation may result in the bid being awarded to a bidder who is not the lowest price proposal.

Criteria	Maximum Points
Qualifications and Experience	15
Pricing (Markup %)	75
Compliance with RFP Requirements/Instructions	10
Total	100

Terms and Options: Once a bidder is accepted the contract would begin immediately. Either party may terminate/end this agreement at any time. SVRC may from time to time want to add temporary employees to the SVRC payroll as regular employees. The submitted bid must include any terms that would be required to add a temporary employee to the SVRC payroll.

Proposal Instructions and Format:

1. Bidders must respond completely and accurately to all questions and other items calling for information. Failure to do so may subject the proposal to disqualification.
2. Bidders must adhere strictly to the proposal instructions and format. Failure to do so may subject the proposal to disqualification.
3. All information must be presented in the space provided unless otherwise specified.
4. All information must be in Microsoft Word format.
5. The following parts specifically require responses and/or signatures from the bidder:

Part I	Cover Sheet (Note: signature required)
Part II	Proposal Offerer Information
Part IV	Temporary Employment Proposal Narrative Instructions
Part V	Temporary Staffing Service Bid Sheet
6. The narrative must not exceed 3 double-spaced pages.
7. Three professional memos of reference must be provided.
8. Copies of State and City Business licenses must be provided.
9. Proof of insurance coverage for workman's compensation, unemployment and general/professional liability must be provided.

Part I

USE THIS SHEET AS YOUR PROPOSAL COVER SHEET

PROPOSAL FOR
Temporary Employment Services

The Certification Statement below must be signed by an official authorized to bind the Offeror in contract.

(Official Name of Organization Submitting Proposal)

does hereby accept all the terms and conditions of the Request for Proposals (RFP), including the RFP stipulations. The bidder also certifies that the information in this proposal is correct to the best of its knowledge and belief and the filing of this proposal has been fully authorized by the organization submitting the proposal.

Signature

Printed Name

Position Title

Date

PART II
PROPOSAL OFFERER INFORMATION

GENERAL INFORMATION

1. Official Name of Bidding Organization: _____

2. Address: _____

3. Contact Person

Name: _____

Job Title: _____

Email Address: _____

Fax Number: _____

4. Name and Position Title of Person(s) Authorized to Sign Contract:

PART III

TEMPORARY EMPLOYMENT PROPOSAL NARRATIVE INSTRUCTIONS

NARRATIVE FORMAT / STYLE REQUIREMENTS:

1. Double-spaced
2. Use 12 point font
3. Limit response to a maximum of 3 pages

PLEASE NOTE: Any proposal with a narrative longer than 3 pages and/or not double-spaced and set in a 12 point font may be disqualified from consideration.

- 1) Submit a narrative summary of your business history.
 - Include a list of owners/partners and state if any are minority, woman, veteran or disabled.
 - Include data regarding the number of temporary employees currently placed and the number of clients being served.
 - Discuss your business qualifications and experience in providing this type of service.
 - Please describe the qualifications that are needed to be hired by your agency.
 - Describe the amount and type of training given to those hired.
 - Describe briefly any benefits available to your employees.
 - Describe in detail the payroll system that is used to collect time sheets, process checks, and invoice SVRC for same.
 - Include any other information that you feel is relevant to this proposal.
 - Limit this portion of your proposal to a maximum of three pages double spaced.

2. Attach the Temporary Staffing Service Bid Sheet. Note that there is an option to renew for two additional years. Also include any terms or conditions, if any, in the event that SVRC wants to add a temporary employee to the SVRC payroll. Attach a sample contract that would be used if your proposal is accepted. This portion of the proposal is not included in the three page limit.

PART V

**Temporary Staffing Service Bid Sheet
For SVRC Industries**

Name agency _____

Quoted Markup Percentage (%) Rate 10/01/2017 – 09/30/2018	Quoted Markup Percentage (%) Rate Year 2 (Optional)	Quoted Markup Percentage (%) Rate Year 3 (Optional)

What are the terms for converting a temporary employee to the SVRC payroll?

Are there any other terms/conditions?

Signature of Authorized Agency Representative _____

Date _____