

WorkNet Pinellas, Inc.

INVITATION TO BID Staffing and Payroll Administration Services Issued November 13, 2007

WorkNet Pinellas is soliciting sealed bids from firms qualified and interested in providing Staffing and Payroll Administration Services to staff the Business Services and Customer Service departments in WorkNet's One Stop Center locations.

DESCRIPTION OF SERVICES REQUESTED: Bidders should provide detailed information as to options available, the cost of the benefit and the additional administrative costs associated with the following benefits:

- Identify specific benefits (e.g., health insurance, dental insurance, etc.) that could be elected by staff
- Identify retirement plan (e.g., 401(k)) options available to staff and matching percentages
- Identify cafeteria plan options (e.g., flexible spending accounts, AFLAC products)
- Offer direct deposit, which will be required of all staff
- Identify administrative fee charged for payroll and benefits administration (specify whether by individual or a percentage of payroll)
- Complete the attached Cost Summary spreadsheet detailing benefits costs per employee. If other benefits are offered, add to the list. Include costs for employee only. If there are additional payroll costs, such as report delivery charges, add an additional line to include.

BACKGROUND: Business Services and Customer Services in the One Stop Center locations were previously provided under a contract with a service provider. WorkNet assumed responsibility for this staff effective August 25, 2007 and contracted with the staffing firm contracted by the service provider for an immediate smooth transition. To meet required procurement standards, WorkNet must solicit bids for the provision of these services. Current staffing pattern includes 18 Business Services employees and 14 Customer Service employees. Average bi-weekly payroll totals \$45,000.

TERM OF CONTRACT: The contract resulting from this request for bids shall be for a one (1) year period, with the option to renew annually for four additional years. The initial one-year period will be from January 1, 2008 through December 31, 2008.

BID REQUIREMENTS: Please submit one (1) signed original and three (3) copies along with one (1) computer disk/ CD of the entire bid in Word/ Excel (PDF and zipped files will not be accepted).

The information must include:

- a. Pricing (completed attached bid on Excel spreadsheet)
- b. Scope of work that includes all information listed above in the description of services. Also, include a timeline of implementation, references from three current customers, and estimated annual costs.

All bids should be addressed and sent to:

**WorkNet Pinellas
Ed Peachey, Executive Director
13805 58th St. N. 2-140
Clearwater, FL. 33760**

The Board of WorkNet Pinellas, Inc. reserves the right to reject any or all responses, to re-advertise this solicitation, to postpone or cancel this process, to waive irregularities in the process or in responses. The cost of preparing a response to this bid shall be borne entirely by the Respondent.

DUE DATE: All bids are due no later than **4:00pm on December 5, 2007**. Opening will occur at 4:01 pm on December 5, 2007 at the address listed above. **Any bids received after the specified time and date will not be considered.**

“PERSONS WITH DISABILITIES REQUIRING REASONABLE ACCOMMODATION TO PARTICIPATE IN THIS PROCEDURE/ EVENT, SHOULD FAX 727/ 524-4350, NOT LATER THAN SEVEN DAYS PRIOR TO THE PROCEEDING.”