

**Town of Oyster Bay  
Department of Intergovernmental Affairs  
Nassau County, New York**

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**REQUEST FOR PROPOSALS  
FOR  
STAFF SUPPORT/LEASING SERVICES**

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SOLICITATION NO. 1-2023

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ISSUANCE DATE: Friday, July 28, 2023

BIDDER'S MEETING: Monday, August 7, 2023 – 2:00 pm – Department of Intergovernmental Affairs - 977 Hicksville Rd., Massapequa, NY 11758

THIS RESPONSE IS DUE BY: Monday, August 21, 2023, 4:00 PM

RESPONSE REQUIREMENTS: Three (3) Hard-copies and One (1) Electronic Copy

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**STAFF SUPPORT/LEASING SERVICES**

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REQUEST FOR PROPOSALS

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**AUTHORIZED CONTACT PERSON:** Prospective firms are advised that the authorized Town of Oyster Bay contact person for all matters concerning this RFP is:

Michele Oliva, Director  
Local Workforce Development Board  
Town Hall South  
977 Hicksville Road  
Massapequa, New York 11758  
Telephone: (516) 797-4587 - Fax: (516) 797-7862  
[Maliva@oysterbay-ny.gov](mailto:Maliva@oysterbay-ny.gov)

**INTRODUCTION:** Pursuant to Section 104-b of the New York General Municipal Law and the written procurement policies and guidelines currently in effect in the Town of Oyster Bay, the Town of Oyster Bay Department of Intergovernmental Affairs (IGA) is soliciting proposals for a Professional Employer Organization to provide Staff Leasing Services for staff members to work on programs funded under the Workforce Innovation and Opportunity Act and the Community Development Block Grant.

The Town anticipates that services will be required:

From: January 1, 2024

Through: December 31, 2025

(hereinafter referred to as "the contract period"). Contacts may be renewed on a year-to-year basis for an additional three years, based on performance and funding availability. Notice of this solicitation was published in Newsday. The scope of the anticipated services is more fully described below under the paragraph entitled "Scope of Services".

**FORM OF PROPOSAL:** Firms must submit three (3) hard copies and one (1) electronic copy of each proposal with additional relevant information. Proposals should be organized as described in Attachment No. 1 herein.

**QUALIFICATION BASED SELECTION PROCESS:** The Town, after receipt and review of responses to this RFP, reserves the right to reject all proposals based upon the information provided by the firm in their proposals and based upon subsequent negotiations between the Town and the firm. The review process of the RFP's submitted are based on the qualifications of the firm for the nature of that project. The Town also reserves the right to subdivide individual items and award one or more portions to one firm and other portions to one or more other firms.

**CRITERIA FOR EVALUATION:** Pursuant to the Town of Oyster Bay Procurement Policy specified in Town Board Resolution Number 209-2018, the criteria to be used by the Town in evaluating these proposals shall include;

- The experience of the firm in assignments of similar size, scope and complexity
- Special knowledge relevant to the project

- The size, staffing, resources and financial capability of the firm versus the size of the assignment
- The firm's knowledge and experience with Town facilities and programs involved in the assignment
- The firm's past performance with the Town and /or other municipalities.
- Time constraints and deliverability service

It is further expressly acknowledged that the quality of the services to be rendered is of paramount importance to the Town. However, it is further expressly acknowledged that the cost of the services to be rendered is a substantial factor in the Town's decision-making process.

At its discretion, in accordance with the review process, the Town may elect to interview each firm, make visits to each firm and/or inspect prior work done by each firm. Following its review the Town will then notify the top-ranked firm of their standing and will notify the remaining firms that they will not be chosen for this project. The cost proposal submitted by the top-ranked firm may be subject to negotiation. If a satisfactory agreement cannot be negotiated with such firm at a fee determined by the Town to be fair and reasonable, then negotiations with such firm will be terminated and negotiations undertaken with the second highest ranked firm. Failing to accord with the second highest ranked firm, negotiations will likewise terminate and negotiations will then be undertaken with the third highest ranked firm. If acceptable terms cannot be reached with the third highest ranked firm, the selection process will be terminated and the project will be re-evaluated by the Town.

**USE OF SUBCONSULTANTS AND/OR OTHER SUBORDINATE ENTITIES:** Prospective firms are advised that the Town will entertain proposals that include the use of sub-consultants and/or other subordinate entities, i.e. experts. If the proposer intends to use such an entity, they must identify each such entity by name business address and expertise, and include the name(s) of the principals of said entity. A full description of the tasks to be performed by said entity must be included.

**FAMILIARIZATION WITH CURRENT PROGRAMS, FACILITIES AND DOCUMENTS:** It is the sole responsibility of the prospective firms to familiarize themselves with the Town's current programs, facilities, documents and any other information which is necessary and relevant to the scope of this RFP. Upon sufficient and reasonable advance notice to the contact person named above, arrangements may be made to visit and inspect any involved Town facilities and/or to view applicable documents. Any and all costs borne by the prospective proposer in familiarizing themselves with the above are to be borne solely by the prospective proposer. In the event that the prospective proposer is ultimately awarded a contract pursuant to this RFP, the Town will not allow any claims for payment which include billable time for such familiarization costs, regardless of whether they were incurred prior to or following the submission of the proposer's proposal.

**PAYMENTS AND CLAIMS:** Payments to the successful proposer will be made in accordance with the terms agreed to between the Town and the successful proposer, and must be submitted with a Town of Oyster Bay claim form.

**INSURANCE REQUIREMENTS:** Approved service providers will be required to submit proof of Liability Insurance in the amount of \$1,000,000, as well as Workers Compensation Insurance, Liability Insurance must name the Town of Oyster Bay as an "Additional Insured" and must be accompanied by an endorsement certificate. Such insurance must be maintained for the duration of the program.

**EXPERIENCE AND SPECIAL KNOWLEDGE REQUIRED:**

1. Firms must be authorized to do business in the State of New York.
2. Firms have experience of at least three (3) years in the industry.

## **SCOPE OF SERVICES**

IGA is seeking to outsource to a Professional Employer Organization the responsibility of hiring, management of payroll and worker's compensation, human resources management, employee benefits and other appropriate services for staff identified by IGA.

Below are the responsibilities of the respondent, and the description of staff to be hired.

### **A. RESPONSIBILITIES OF RESPONDENT**

- Processing payroll including tax and withholding calculations;
- Completion and filing of all necessary reports and records;
- Provide and administer employee health and related benefits;
- Compliance with required disability benefits;
- Consulting regarding employer-employee relationship;
- Remit and report unemployment claims and worker compensation claims;
- Maintain all personnel records as required by law and by the Town;
- Provide reports and employee data, in individual and aggregate form as requested and defined by the Town;
- Participate in the creation, upkeep and implementation of an employee Handbook;
- Demonstrate the financial ability to sustain the estimated biweekly payroll of the proposed staff;
- Acknowledge that the Town will approve or disapprove all covered staff placement.

### **B. STAFF REQUIREMENTS**

#### **1. Planning and Administration**

Perform administrative and planning functions on behalf of the Local Workforce Development Board; administer programs in accordance with federal, State and Town laws and regulations; coordinate workforce initiatives with local partners under WIOA and address various initiatives as set forth by the NYS Department of Labor.

Staff Requirements: 1 Planner

#### **2. Accounting**

Assist in various accounting functions which include billing to other governmental agencies; and the preparation of schedules and reports for the federal funding.

Staff Requirements: 1 Accountant

**3. Counseling**

Conduct assessments, and develop Individual Services Strategies enabling participants to obtain subsidized employment. Refer participants to job search activities, workshops, job interviews, prevocational and vocational training programs.

Staff Requirements: 8 Counselors

**4. Clerical**

Provide clerical support to IGA's WIOA and CDBG funded programs.

Staff Requirements: 6 Clerks

*\*Please note that 1 Accountant, 6 Counselors, and 2 Clerks detailed above are already on staff with the IGA; while continued services are required for these personnel, no new hire process is necessary. IGA may require new hire processing for up to 4 clerks, 1 planner and 2 counselors.*

## **ATTACHMENT NUMBER 1**

### **FORMAT OF PROPOSAL**

Proposals should be organized as shown below with tab dividers between sections and should include all the information indicated. Note that elaborate brochures or other presentations beyond those sufficient to present a complete and extensive response to this solicitation are not desired. Three (3) hard-copies and one (1) electronic copy shall be submitted.

### **SECTION A. INTRODUCTORY STATEMENT**

A history and description of the firm submitting the proposal.

### **SECTION B. QUALIFICATIONS AND APPROPRIATENESS OF PROPOSED STAFF**

Provide names and resumes, as well as certificates of qualifications of key personnel proposed for this project.

### **SECTION C. APPROPRIATENESS AND QUALITY OF CONTRACTOR'S EXPERIENCE**

1. Include proposer's experience and expertise in providing Staff Leasing Services
2. Provide a minimum of three (3) references with contact information, reflecting similar work and related experience.
3. Provide any documentation (certificates, diplomas, et. al.) that show the firm's training in the field of Staff Leasing Services

### **SECTION D. PROPOSED METHODOLOGY**

Based on the project description and scope of services, the firm should discuss how it would approach and manage the project.

Proposals should include a complete description of services to be provided along with the cost of direct staff leasing services for 1 Accountant, 1 Planner, 8 Counselors, and 6 Clerks.

All proposals must include a description of the accounting process used for individual cost verification for fringe paid to a provider on behalf of each employee covered under this contract. As per federal guidelines, individual cost verification documentation must be available and submitted upon request.

### **SECTION E. BENEFIT OFFERINGS**

Each proposal shall include a synopsis of medical benefit package options presently available through proposers firm.

### **SECTION F. PRICE PROPOSAL**

Each proposal shall include a price proposal and proposer's fees for the required services.

**SECTION G. SUPPLEMENTAL INFORMATION**

Any additional information relevant to the firm's qualifications for this project may be included at the firm's option.

**SECTION H. SIGNATORY FORM**

Proposals must include a signatory form as executed by an authorized representative of the proposer. Signatory form must include all information and a certification statement as detailed in Attachment 2.

**ATTACHMENT NUMBER 2**

SIGNATORY PAGE

**FOR  
PROPOSALS**

Legal Name of Organization –

Address –

Telephone Number –

Fax Number –

E-Mail Address –

Chief Executive Officer –

Designated Contact Person –

The undersigned hereby acknowledges that he/she has read and understands all requirements and specifications of the Request for Proposals, including attachments. The undersigned further certifies that the information presented in response to the RFP is accurate.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Chief Executive Officer  
Authorized Representative