

**Request for Quote: 2017-006**  
**Professional Employer Organization Services**

Indianapolis Private Industry Council, Inc., d/b/a EmployIndy is seeking quotes from qualified organizations to provide Professional Employer Organization (PEO) services. The selected vendor will have experience partnering with not-for-profit organizations.

### Background of EmployIndy

EmployIndy guides the local workforce ecosystem and makes strategic investments to remove barriers to quality employment for underserved and underrepresented residents. As the Workforce Development Board for Marion County, our vision is for all Marion County residents to have access to services and training necessary to secure a livable wage and grow in a career that meets employer demand for talent. Since 1983, EmployIndy has administered hundreds of millions of dollars in federal, state, local, and private funds to support workforce development initiatives for diverse populations including youths and ex-offenders, as well as unemployed, underemployed and underskilled workers. EmployIndy is guided by a 21-member board comprised of business, civic, education and nonprofit community leaders.

### EmployIndy PEO Services: Project Scope and Specifications

- Payroll administration & reporting
  - Time reporting by fund/labor (coding)
  - User friendly system
- Human resources administration and technical assistance
- Employee benefits administration
- Workers compensation
- Regulatory compliance
- Risk management
- 401k deductions and deposits
- Employee handbook
- Employee hiring/on-boarding (in person)
- New hire and termination checklist
- Ongoing human resources training
- Legal guidance

### Project & Proposal Requirements

1. EmployIndy is seeking proposals from applicants who are capable of addressing the above stated management issues and who can provide additional expertise to help the organization and the community it serves achieve a successful project outcome.
2. While EmployIndy understands that completing these projects requires significant and active staff involvement, it is important to note that the applicant selected will be responsible for completing all project work products and deliverables (e.g. reports, action plan, etc.) The staff will not be expected to be involved in writing work project products or final project deliverables.
3. Applicants are to propose which aspects of the project will require staff involvement and include the expected time requirements for all activities involving their participation. EmployIndy staff will provide thought leadership and feedback around execution and funding realities of the project proposal.
4. Proposals must include a clear description of the applicant's plan to complete all the

project components (i.e. in what order will the projects be completed, how long each component will take to complete, etc.).

5. EmployIndy will be responsible for implementing the recommendations from all final deliverables; however, it is expected that the consultant selected will provide the agency with ongoing coaching and implementation support as needed, per professional services agreement.

## Evaluation Criteria

In awarding a contract for professional services in support of EmployIndy committees, EmployIndy will examine a number of factors and criteria which include:

1. The extent to which the proposal addresses the stated management needs and clearly describes an effective and operational scope of work.
2. Philosophy of approach that is clearly described.
3. Specific plans or methodology to perform the services specified.
4. Qualifications and experience of consultant in providing the services specified.
5. Availability for work to be conducted during the fiscal year of July 1, 2017 thru June 30, 2018 with action plan draft presented to Finance Team and EmployIndy leadership.
6. The total project cost.

## Application Process & Procedures

Please provide a complete written response to this RFQ which is double-spaced and does not exceed 15 single-sided pages.

Proposals should include:

1. Company Overview:
  - a. Provide a brief organizational history, including year organized.
  - b. Experience working with federal/state funded nonprofit entities.
  - c. Examples of other projects and organizations for which you have provided these services.
  - d. Additional on-going services provided after execution of contract
  - e. Any other unique qualifications.
2. Personnel:
  - a. Describe the organization's top executive and management structure.
  - b. Describe you're your projects are prioritized to meet deadlines and deliverables. Do you have dedicated staff? Are there licensed representatives located in Indiana?
  - c. Provide an organizational chart and resumes describing the experience of key staff.
3. Fee Schedule:
  - a. Demonstrate fees based on providing these services.
  - b. Include a timeline and any additional fees for transitioning to your services.

Applicants must submit one (1) electronic copy of the proposal to [sphillips@employindy.org](mailto:sphillips@employindy.org). All proposals should be submitted no later than 12:00 p.m. (Noon), EST, Friday, September 8, 2017. Please note that EmployIndy will not return any proposals it receives and will not reimburse applicants for any costs they incur in developing their proposals.

Any questions should be submitted via email Sara Phillips at [sphillips@employindy.org](mailto:sphillips@employindy.org) by Friday, August 1, 2017. Answers to submitted questions will be made available on the EmployIndy website at [www.employindy.org](http://www.employindy.org) by close of business Tuesday, September 5, 2017.