

Employer of Record RFQ Bidders Conference
Polk Works Conference Room
600 N. Broadway Avenue Bartow, Florida
Friday, May 15, 2009 @ 1:00 PM

The meeting was called to order by Greg Robinson, Polk Works Vice President of Operations. In attendance were: Celia Archambault, Kelly Services; Kim Bass, ADP; Nolen Bailey, ADP; David Miller, Spherion, Larry Miller, Spherion; Stacy Campbell-Domineck, Polk Works; Shela Stewart-Lucas, Polk Works; Shirley Joiner, Polk Works.

Greg Robinson opens the meeting stating that the purpose of the meeting was a bidder's conference for the Employer of Record Summer Youth Employment & Training contract for proposal. He stated that the purpose of the bidder's conference is entertaining any questions followed by responses via Polk Work's website.

Greg Robinson asked for questions from the floor.

Question- What are you looking for from the Proposers?

Answer- This is clearly outlined in the RFQ.

Question- From the RFQ the responsibilities of Henkels & McCoy and the Employer of Record seem to intertwine. Can the responsibilities of each be more specifically identified?

Answer-Henkels & McCoy will determine eligibility for all of the youth. The Employer of Record will be responsible for payroll, workers Compensation if necessary, processing timesheets. Staff is in the process of hiring a Summer Youth Program Coordinator who will collect all timesheets on a bi-weekly basis and submit the timesheets to the Employer of Record. There appears to be a little overlap because both will be working collaboratively to ensure seamless services to the youth.

Question- So, the Employer of record is basically administering payroll?

Answer- Yes

Question-The Employer of Record actually is not going to see where the people are working. Henkels & McCoy will be doing that right?

Answer- Yes, but they will have to work with the Employer of Record making sure that the Employer of Record and Henkels & McCoy are collaborating.

Question- Does it mean the Employer of Record has a voice in saying yes or no whether a certain youth will be assigned to a certain site?

Answer- NO, but the Employer of Record needs to know to what site the youth are assigned.

Question- If the Employer of Record has a problem from a Worker's Comp standpoint that a youth is being sent to a work site in violation of FLSA, can the Employer of Record reject the participant?

Answer- You can reject the placement.

Question- It was unclear on how liability can be handle other than Worker's Comp- If there is a discrimination or sexual harassment complaint by the participant, whose liability is it? The RFQ says Polk Works cannot be held liable for any liabilities.

Answer- Correct.

Question- How about sexual harassment against the Employer at the worksite not the Employer of Record? Would the Employer of Record have to eat the cost to defend the litigation?

Answer- It depends on the type of discrimination.

Question- Who is liable?

Answer- It depends on where the responsibilities lies- The youth would file against Polk Works because it is a Summer Youth Program that Polk Works is sponsoring when discrimination happens at the worksite. Therefore Polk Works will investigate and work with the Worksite because the discrimination is against the Worksite or in the classroom.

Question- So basically liability follows whoever has the responsibility the employer's worksite?

Answer- correct

Question- Regarding payroll & timesheets- Will Polk Works or Henkel's & McCoy entertain the idea of on-line timecards?

Answer- You would need a signature on the timecard.

Question- Will the electronic timecard meet all the accounting and signature requirements?

Answer : Yes, if the worksite employer can email or print a copy of the timecard to ensure hours and times are submitted.

Question-Are the timesheet submissions the responsibility of the Employer of Record or the Worksite Supervisors?

Answer- Both.

Question-If there are other methods of submitting timesheets, would you entertain the idea of reviewing it?

Answer- Yes. We must be sure we have all the right documentation from the Employer in the record where Supervisors make sure they sign off that the person worked the number of hours on the timesheet.

Question: How will the Employer of Record receive the timesheets?

Answer- From the worksite employer. Then the worksite employers send the timecards to Henkels & McCoy for verification. Henkels & McCoy will forward the timecards to the Employer of Record.

Question- So, you're saying it would take two approval processes for the timecard?

Answer- Yes.

Question- So for clarification- you are saying that under the current system Henkels & McCoy or someone will get all the timecards, sign off on them and deliver them to Employer of Record?

Answer- Yes.

Question- Will the timecards have to be returned with the invoice to Polk Works?

Answer-Yes.

Question- Is electronic pay acceptable?

Answer- Yes.

Clarification- When you process payroll on pay cards, will you be responsible for the card?

Answer- Yes.

Question- Regarding backgrounds checks- Is there going to be a more define background check-example felony for five years ago or a sheet to say the person is in or out or who makes the determination?

Answer- Worksite employer s can state that they will not take a certain participant and Henkels & McCoy will make the determination, but no background will be done. The Employer of Record also must communicate with Henkels & McCoy for that particular reason based on the job order to try to make a check and balance before a youth is assigned.

Question- All of the applications must be provided to the Employer of Record to begin the background checks. The difficult part of the background check is the time limit based on the Employer. What do you do if the Employer of Record's criteria are stricter than some of the worksite employers because if they do not meet the Employer of Record's criteria, the youth cannot be hired such as a felony for last seven years unless paperwork is provided? Will this present a problem?

Answer-Yes. The entire payroll service will be provided by one staffing agency. Part of the eligibility requirement is that youth must have barriers, and one of the barriers is a criminal record.

Question- We would do the background and drug screening and send the results to Henkels & McCoy and Henkels would make determination as to where the youth will be assigned. So, that means we have to get waivers also from the participants allowing disclosure of the information to both Henkels & the Employer?

Answer- Yes.

Question- Are there going to be driving positions?

Answer- It is not known yet, but also it will depend on the worksite and what type of companies. We would have to research this because there may not be an eligible employment opportunity.

Question- Are the participants going to be in a classroom?

Answer-Only 16-17 year olds will receive some classroom training.

Question-When is the classroom time, part day or whole day?

Answer- It will vary. Some examples maybe that youth will spend a whole day (six (6) hours) and work three (3) days for 24 hours. Other possible schedules may apply.

Question- It was mentioned in paragraph 3.7 concerning COBRA. Do not understand why it was mentioned when there are no benefits.

Answer-It means if youths are offered a full time position at a later time, the language would be there to explain our COBRA is applied.

Question- Is there a possibility the participant will be paid for items other than time worked?

Answer- No

Question- Is it possible to have separate invoices for the drug screens and background checks for the time worked.

Answer-Yes.

Question- If background checks are required for all participants and if someone is determined to be eligible, are we still able to bill?

Answer- Yes.

Question- Do we have any idea how many under 18 or a percentage?

Answer- No. That will be determined after all applications have been screened for eligibility.

Question- Is there certain criteria to be eligible?

Answer- Yes. Eligibility criteria will be posted on Polk Works' website.

Question-Will it be possible to get the criteria for the barriers?

Answer- Yes. You may obtain this information on our website.

Question- On the proposed pricing metric for Worker's Comp, how are we supposed to know all of the Worker's Comp positions that you are looking for?

Answer- At the moment, we are unsure as to how many different employers and different types of positions we will have companies to apply as a worksites. That information will be provided to the Employer of Record after we received all of the worksite agreements.

Question- If we bid and say these are our Worker's Comp rates for these codes and down the road the codes are not in there will we have ability to change the Worker's Comp rate?

Answer-Yes. However, this is not a competitive issue because Worker's Comp codes are going to change based on the position at the worksite.

Question- Is the Summer Youth Program a six week program or an eight week program?

Answer- Six week program.

Question- Hours for 18 and above is 30 hours a week?

Answer- Everyone gets paid for 30 hours per week, including classroom time.

Question- Does the program start June 15th or have you picked out the six week period yet?

Answer- The goal is to start June 15th or shortly thereafter. We want to ensure there is a six week work period for the Youth. We use August as the end date in case a person comes in on June 22nd he or she will also have an opportunity to complete six (6) weeks.

Question- Is there actually going to be a bi-weekly payroll?

Answer- We are trying to encourage that pay schedule.

Question- Can the Employer of Record provided weekly payroll to the youth?

Answer- Yes, Yes, Yes you can. The youth would probably prefer that payroll schedule. We also would encourage this payroll schedule as an incentive for the youth.

Question- If we found that something that we discovered today in the Bidders' Conference is going to be impossible achieve once we go back and speak to our people. What would like for us to submit back to you?

Answer: Nothing. Bidders are not compelled to apply to this RFQ.

Question- There are some things that we heard today that we may not be able to accommodate. What should we submit in lieu of a proposal?

Answer- If you desire to complete for the contract, you are required to submit a proposal. The Bidders' Conference is intended to be informational to you. Submitting a proposal is strictly optional and nonbinding.

Staff- the deadline for Proposal is next Friday, May 22, 2009 by 5:00 pm.