

## **PUBLIC NOTICE REQUEST FOR BID**

The Mahoning and Columbiana Training Association is now soliciting bid proposals from interested parties to serve as the “Employer of Record” for the 2024 Summer Youth Program to be provided by the Mahoning and Columbiana Training Association (MCTA) under Temporary Assistance to Needy Families (TANF) funding.

In order to be considered under this bid request, the interested party must be registered and in good standing as a Professional Employer Organization (PEO) with the Ohio Bureau of Workers’ Compensation (BWC) and be willing to enter into employment contracts with the youth participant work sites identified by MCTA establishing a co-employment relationship. In bidding, the interested party will agree, if selected, to be the Employer of Record and provide bi-weekly payroll services not to exceed three hundred fifty (350) youth participants in a single payroll period as selected by MCTA with the following possible allowable items: Payroll Function at \$13.00 per hour for eight (8) twenty-four (24) hour work weeks payable on a wage subsidy basis, including applicable benefit costs, excluding healthcare deductions. Payroll services may begin as early as June 1st, 2024 through as late as September 30, 2024. MCTA reserves the right to determine all final line items and allowable costs to be included in the final Contract.

Each cost quote must include the total potential cost per participant and a breakdown of the quoted cost in the following manner: 1. Costs related to the wage subsidies themselves; 2. Costs related to the processing of the wage subsidies; 3. Costs related to the BWC liability and to support BWC payments. Each individual breakdown must clearly define each cost included in the total potential cost quoted. The bid must also include verification that the bidding party meets the requirement that it is registered and in good standing as a PEO with the Ohio Bureau of Workers Compensation.

All bids will be evaluated in accordance with competitive standards to determine selection of the Employer of Record at the sole discretion of MCTA, and may be subject to negotiation prior to award of a final Contract. Costs will be paid to the Employer of Record following invoicing and will be made on the basis of payment of actual allowable and contracted costs only. MCTA reserves the right to cancel, re-issue, or issue no award on this Request at its discretion.

For more information or with questions, contact Lynn Esposito at MCTA in writing only via e-mail communication to [Lespostio@mctaworkforce.org](mailto:Lespostio@mctaworkforce.org) using the subject line: TANF Summer Youth 2024 Bid Question. MCTA will not be responsible for questions received which are not noted utilizing the required subject line.

Completed bids, according to the specifications above, must be submitted in person or by mail to MCTA, Fiscal Department at 721 Boardman Poland Rd. Suite 200, Boardman, OH. 44512, at any time during regular business hours but no later than the **DEADLINE DATE OF 11:00 A.M. ON WEDNESDAY, MAY 17, 2024 with opening to occur immediately at this location.** MCTA shall not be responsible for the method of dispatch chosen by the bidder. Bids delivered directly to the office must be received through an employee of the Fiscal department only and must

consider parking and wait time in ensuring submission by the deadline. Bids received in person or by mail on or after this date and time will not be considered. All submitted bids must be completed according to the specifications outlined above in this Request for Bid in order to be considered.

Attention is also directed to all bidders that pursuant to Ohio Revised Code Sections 307.86 and 307.87, effective September 26<sup>th</sup>, 2003, this notice of bid is required to be published only one time not less than two (2) consecutive weeks preceding the day of opening bids in a newspaper of general circulation within the county as the notice meets all other requirements defined in Ohio Revised Code Section 307.87 (A) and will also be distributed by electronic means, with the posting of this notice on the MCTA website which can be found at <http://www.mctaworkforce.org> and can be accessed by choosing the link indicating "News & Events." MCTA shall also post and maintain a copy of this notice on the public bulletin board in the MCTA mail room for the duration of the bid acceptance period.

Bidder must also be prepared to verify adequate liability and insurance limits. The utilization of subcontracts will not be permitted in relation to this contract.