



ANNOUNCEMENT REQUEST FOR PROPOSALS

CONTRACTING/VENDOR PAY AGENT & EMPLOYER OF RECORD SERVICES

The Alameda County Workforce Development Board (ACWDB) announces the issuance of a Request for Proposal (RFP) for organizations to provide Contracting/Vendor Pay Agent and Employer of Record services funded through Workforce Innovation and Opportunity Act grants and programs. As Contracting/Vendor Pay Agent, the selected Contractor's role will be to contract with and reimburse training providers, participating employers and other designated vendors on behalf of ACWDB. As Employer of Record, the selected Contractor will provide payroll services and ensure compliance with all applicable documentation and personnel recordkeeping requirements.

This is a four-year procurement. ACWDB intends to award a one-year contract (with option to renew for three additional fiscal years) to the selected bidder. Approximately \$1,100,000 in vendor, contract and employee payments will be issued on-behalf-of ACWDB by the selected bidder during the initial one-year contract period of July 1, 2022 through June 30, 2023. In addition, the bidder will be reimbursed for the actual costs incurred by the bidder organization to provide the payment, contracting and employer of record services described in this Request for Proposals.

IMPORTANT DATES & LOCATIONS (See RFP for details)	
RFP RELEASE DATE	Friday, December 17, 2021
BIDDERS CONFERENCE	Wednesday, January 5, 2022 1:30 p.m. – 3:00 p.m. Virtual Meeting via Zoom: https://us06web.zoom.us/j/89447758632?pwd=QXFqSTRPTXdnTjN4MEtZRzRpWFUvUT09
PROPOSALS DUE	Friday, January 21, 2022 2:00 P.M. Send to: jennifer.mitchell@acgov.org

THIS IS ONLY AN ANNOUNCEMENT. The Networking/Bidders' Conference is the opportunity for prospective bidders to ask questions of ACWDB staff. Bidders may also submit questions regarding the RFP in writing by 5:00 p.m. Thursday, January 6, 2022. Questions raised at the Bidders Conference and those submitted in writing will be posted to the ACWDB website.

You may download the RFP from the following websites: www.acwdb.org (Doing Business With Us) or www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp (Goods and Services).