

PUBLIC NOTICE

Notice is hereby given that the Lake County Department of Job and Family Services (LCDJFS) is seeking proposals from organizations and individuals wishing to provide services funded under the American Recovery and Reinvestment Act (ARRA) of 2009.

Proposals are being solicited for two activities: 1) Payroll Services and 2) Program Services.

Summary of Specifications for Payroll Services:

The purpose of this RFP is to seek competitive offerings for weekly payroll services for youths participating in work experience activities under the American Recovery and Reinvestment Act (ARRA) of 2009. Activities requiring payroll services are planned to begin by June 15, 2009 with 70% of the total activity to be completed by September 30, 2009. Youths will perform work experience activities at public, private and community based organizations at various locations in and around Greater Lake County. The Payroll Vendor will be the Employer of Record for this program and will be required to process and pay all withholdings and other payments required by law including Workers Compensation and Unemployment. Approximately 100 In-School youths will participate and earn a base rate of \$7.30 per hour. Approximately 35 Out-of School youths will participate and earn a base rate of \$9.00 per hour. Total hours of payroll for this activity are projected to be approximately 54,000 hours.

Summary of Specifications for Program Services:

The purpose of this RFP is to seek competitive proposals to secure an offeror(s) able to provide staff and services necessary to operate a Summer Work Experience Program for youths as recommended by the American Recovery and Reinvestment Act (ARRA) of 2009. Under the Summer Work Experience Program, eligible youths ages 16-24 will perform work experience at public, private and community based organizations throughout Greater Lake County. The successful proposer will be responsible for providing an adequate site from which to operate the program, identifying and developing appropriate work sites, recruiting WIA eligible Youth, performing pre & post assessments on Work Readiness, orientating youths, monitoring work sites and in general supplying ample staff to insure a smooth, safe and successful program. It is anticipated that 135 youths will perform upwards of 54,000 hours of work experience under this program. Youths should begin work experiences by June 15, 2009. A minimum of 70% of all funds for this activity must be spent by September 30, 2009.

Full specifications, including proposal format, are available online at www.lake1stop.org. These materials are also available at the LCDJFS offices or by mail. Contact Leslie Ryan at (440) 350-4496 to arrange a pickup or mailing. LCDJFS is not able to provide copies of proposal documents by fax transmission.

A Bidders' Conference to provide technical assistance in the preparation of proposals will be held at 3:00 p.m. Friday, April 24, 2009 at the LCDJFS offices, 177 Main Street, Painesville, Ohio.

Four copies of each completed Request for Proposal must be submitted in sealed packages and received by LCDJFS at 177 Main Street, Painesville, Ohio, no later than 12:00 noon EST Friday, May 1, 2009.

All proposals are subject to actual funding received by LCDJFS from the U.S. Department of Labor and the State of Ohio.

LCDJFS, the Lake County Workforce Investment Board, and the Lake County Board of Commissioners reserve the right to reject any or all proposals; to waive informalities in RFPs; to increase or decrease or omit any or all items; to award a contract or contracts to the lowest and/or best proposer; to waive or extend proposal deadlines; and/or to negotiate with all qualified sources if in the best interest of LCDJFS and the Lake County Board of Commissioners. All proposals are subject to the WIA Act and Regulations, policies, and funding allocations determined by the U.S. Department of Labor and the State of Ohio Department of Job and Family Services and the ARRA.

LCDJFS, the Lake County Workforce Investment Board, and the Lake County Board of Commissioners adhere to the principles of equal opportunity and nondiscrimination in the selection of providers and awarding of contracts. Auxiliary aids and services are available on request to individuals with disabilities.

You may also access this Public Notice to bidders via the Internet at www.lakecountyohio.org. Click on Public Notice on the left side of the page to link to the Public Notice site. (Publish: News Herald: April 17, 2009).