

RFP 2021-1

From: LaTrice Jones-Berry
Subject: Professional Employer Organization
Date: May 25, 2021

REQUEST-FOR-PROPOSAL

1. INTRODUCTION

Families Against Narcotics, Inc. (FAN) will accept bids from Professional Employer Organization's licensed by the State of Michigan, to establish a contractual (PEO Contractor) relationship with FAN to provide Professional Employer Organization services for its 25-30 employees with a budgeted annual payroll of \$1,693,056.24.

2. OBJECTIVE

The objective of this Request-For-Proposal (RFP) is to outline FAN requirements for a vendor to submit a proposal for Professional Employer Organization Services for Families Against Narcotics, Inc. Our intent is to secure the best qualified price through a responsible vendor capable of consistent performance. We intend to establish a contractual relationship with a qualified vendor who best meet the needs of FAN by providing the highest quality service level at the most economical cost.

3. BACKGROUND

Families Against Narcotics, Inc. is a 501(c)3 Nonprofit Corporation, licensed by the State of Michigan as a Substance Abuse Prevention organization and is funded with 83% federal funds from the Department of Health and Human Services, and 17% non-federal sources.

The project contained in this RFP uses 83% Federal and 17% non-federal resources. Families Against Narcotics, Inc. qualifies for GSA pricing and is tax-exempt, #26-2302028.

MISSION STATEMENT

To empower communities through education and recovery services that enhance the quality of life and health of all family members.

4. GENERAL INFORMATION

A. Submittal Deadline: June 15, 2021

B. RFP Contact: All questions regarding this RFP should be directed to:

Families Against Narcotics, Inc.
Attn: LaTrice Jones-Berry
18900 15 Mile Road
Clinton Township, MI 48035
(586) 438-8500

C. Contract Award Process

1. FAN will review all timely submitted proposals and based upon the RFP responses and analysis, reference checks and the collective input of the FAN Governing Board, a Supplier of Choice may be selected to perform Professional Employer Organization services for our 25-30 employees. FAN reserves the right to award this bid to the best qualified respondent that best meets the objectives of this RFP, at FAN's sole discretion.
2. FAN reserves the right to accept or reject any or all or any part of any proposal submission. Selection as the final Supplier of Choice for this RFP does not in any way constitute a formal, legally binding agreement. No contract shall exist until all terms and conditions have been mutually agreed upon and the contract document has been signed by the authorized representatives for each party.

D. Term of Contract

The term of this contract is anticipated to be up to three (3) years.
Anticipated start date is July 1, 2021.

5. RFP INSTRUCTIONS

A. General Instructions

1. Submit a complete response to all requirements and questions as directed.
2. Proposals and accompanying information submitted by respondent shall become the property of FAN.
3. FAN will not provide compensation to respondents for any expenses incurred for proposal preparation or for any demonstrations that may be performed, unless otherwise expressly stated.

4. Failure to comply with requirements contained in this RFP may result in rejection of any proposal submitted.

B. Proposal Format

1. Proposals must be printed on letter size (8 1/2" x 11") paper.
2. Proposals should be delivered to:

Families Against Narcotics, Inc.
Attn: LaTrice Jones-Berry
18900 15 Mile Road
Clinton Township, Michigan

NOTE: The FAN Office is only physically open on Tuesdays and Thursdays. Mail and packages not requiring signature are collected daily.

3. Sealed proposals will be received until 3:00 P.M. June 15, 2021.
Late submissions shall be refused and the respondent will be eliminated from further consideration.
4. Prior to 3:00P.M, June 15, 2021 proposals may be recalled by the respondent upon written request. After 3:00 P.M. 6/15/21 all submissions shall be considered bona fide offers.
5. FAN reserves the right to reject all proposals.
6. Proposals must be valid for acceptance for up to sixty (60) days from the submittal deadline.

C. Pricing Schedule

1. Each respondent must provide a detailed listing of all costs associated with their services.

D. Contract Requirements

1. FAN has developed standard contract terms that may be incorporated into the final terms of any agreement reached between both parties.
2. Payment Terms to be determined by RFP response acceptance.
3. If a review of Contractor's records is determined by audit by FAN's Auditor or State, Local, or Federal Auditor to be incorrect Contractor agrees to revise records within 7 days and return to FAN at contractor expense.
4. If it is determined that the contractor has engaged in a material Non-compliance FAN reserves the right to an early cancellation.

6. SERVICE REQUIREMENTS/PERFORMANCE STANDARDS

A. Vendor Background

1. Please provide the following: Company name, address, telephone number, FAX number, e-mail address, tax identification number (copy of W-9), and State of Michigan PEO License Number.
2. Please provide a list of professional liability and workers comp insurance policies currently held. Include the name of the carrier, dates of coverage, limits of coverage, and deductibles.
3. Please state your standard PEO services turnaround timeline.
4. Describe "rush" services and additional costs (if any).
5. What is your standard guaranteed response time for PEO services?
6. Do you now or have you or any of your affiliates done business with FAN in the past.
7. How long has your company had a relationship with FAN? Please specify.
8. Provide a representative list of customers, include contact name and phone number. Non-profit Healthcare references will be given careful consideration during the evaluation process. The vendor must be able to provide a list of at least three (3) references of similar size or application.

Exhibit B

B. Eligibility of PEO Organization to respond to RFP.

1. Organization must have an office in the Southeastern Michigan (Detroit Area) which will be servicing FAN.
2. Organization must have experiencing providing PEO services to Workers Comp category "Clerical Employees".
3. Organization must have experience working with small employee groups (under 50 employees).
4. Organization must have experience working with 501(c)3, Nonprofit, Healthcare clients whose employees are assigned to Federal and State grants

C. Contract Non-Compliance

1. If a review of Contractors records is determined by audit by FAN's Auditor or State, Local, or Federal Auditor to be incorrect Contractor agrees to revise records within 7 days and return to FAN.

2. If it is determined that contractor has engaged in a material non-compliance FAN will reserve the right to cancel contract before the end of the contract term.

7. Minimum Scope of work

1. Employer of record of all FAN employees.
2. Provide Employer compliance and legal services related to employment as outlined in State of Michigan Professional Employer Organization Act 37 of 2010.
3. Time and attendance administration, safety compliance, and risk management PEO services.
4. Recruiting and on-boarding Human Resource services including drug screening.
5. Workers Compensation Insurance coverage and claims management.
6. Payroll Tax and Unemployment Administration and required filings.
7. Health Benefit Procurement and Administration.
8. 401K benefit procurement and management.
9. Manage tax filings as employer of record.

Respondents should outline any services proposed over and above the listed services.

Required Attachments

W-9

List requested Insurance Policies

Attachment A

Attachment B

RFP Attachments:

Exhibit A: Bidder Cover Page Signature Affidavit

Exhibit B: Reference Data Sheet

BIDDER COVER PAGE SIGNATURE AFFIDAVIT	
NAME OF FIRM:	
STREET ADDRESS:	
CITY, STATE, ZIP	
CONTACT PERSON:	
PHONE #:	
FAX #:	
EMAIL:	

In signing this bid, we also certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a bid; that this bid has been independently arrived at without collusion with any other bidder, competitor or potential competitor; that this bid has not been knowingly disclosed prior to the opening of bids to any other bidder or competitor; that the above statement is accurate under penalty of perjury.

The undersigned, submitting this bid, hereby agrees with all the terms, conditions, and specifications required by FAN in this Request for Bid, and declares that the attached bid and pricing are in conformity therewith.

Signature

Title

Name (type or print)

Date

REFERENCE DATA SHEET

NAME OF FIRM:	
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Provide company name, address, contact person, telephone number, and appropriate information on the product(s) and/or service(s) used for Three (3) or more installations with requirements like those included in this solicitation document. References may be checked at the discretion of FAN for bid evolution purposes.

Company Name _____

Address (include ZIP) _____

Contact Person _____ Phone No. _____

Product(s) and/or Service(s) Used _____

Company Name _____

Address (include ZIP) _____

Contact Person _____ Phone No. _____

Product(s) and/or Service(s) Used _____

Company Name _____

Address (include ZIP) _____

Contact Person _____ Phone No. _____

Product(s) and/or Service(s) Used _____
