



RFP # 6696 Temporary Employment Services
RFP Issued On: 01/16/2024
RFP Due Date: 02/17/25 @ 2:00 p.m.

Purchasing Department – SC 326
4800 E Huron River Dr.
Ann Arbor, MI 48105-4800

WASHTENAW COMMUNITY COLLEGE Request for Proposal #6696

Temporary Employment Services

Submit Proposals To:
Lydia Scheets
Washtenaw Community College
pur@wccnet.edu

1.0 Proposal Invitation

Washtenaw Community College (“College” and/or “WCC”) seeks proposals from temporary employment agencies. The major goal of this project is to establish contract pricing to provide temporary employment services to the College as needed through an initial term ending 9/30/26 with automatic renewal up to 5 years at the College’s discretion. The College will work with the awarded supplier(s) until the solicitation expiration date unless either party terminates the agreement with 60-day prior notice. The selected supplier(s) will be able to provide all deliverables outlined in the RFP.

Response to this RFP confirms an understanding that this is *not* a contract or offer of business by the College. This request for proposal in no manner obligates the College to the eventual purchase of any products or services described, implied, or which may be proposed, until confirmed by written agreement, and may be terminated by the College without penalty or obligation at any time prior to the signing of an agreement, contract, or purchase order. In submitting a proposal, suppliers agree that all materials associated with, attached to, or referenced by the submitted proposal will become the property of the College and may be incorporated into a subsequent contractual agreement between the successful supplier and the College.

The College is not liable in any manner or to any extent for any cost or expense incurred by the supplier in the preparation, submission, presentation, or any other action connected with proposing or otherwise responding to this RFP. Such exemption from liability applies whether such costs are incurred directly by the supplier or indirectly through the supplier’s agents, employees, assigns, or others, whether related or not to the supplier.

The College reserves the right to reject any and all proposals and waive any irregularities. Proposals which fail to comply fully with any provisions of this document may be considered invalid and may not receive consideration. The College also reserves the right to negotiate terms and conditions of a contract with the chosen supplier(s). The College reserves the right to award based on any combination of the specifications described herein.

The awarded supplier’s proposal response and any orders placed during the term of this solicitation shall be subject to, and governed by the College’s Terms and Conditions for services located at <https://www.wccnet.edu/business/purchasing-terms-services.php> as a condition of award, and are hereby incorporated herein as a substantive part of the solicitation documents. In the event there is any conflict or inconsistency between the Terms & Conditions referenced in the RFP documents and those included in a supplier’s Proposal response, quote, or listed on the supplier’s website, the Terms & Conditions of the RFP documents shall govern.

Proposal submissions must include all exceptions to the College’s terms and conditions of purchase; the College may consider extensive exceptions as a reason to exclude a vendor from further consideration. The supplier must set forth the reason(s) for the exception and indicate what, if any, alternative is being offered. WCC will, at its sole discretion determine the acceptability of any proposed exception(s). A purchase order signed by an authorized agent of the College is required to constitute acceptance of proposal offer and offer terms and conditions of service. This RFP and any subsequently offered contracts will be governed by the laws of the State of Michigan. Any and all applicable valid executive

orders, Federal, State or local laws, ordinances or rules or regulations shall apply to any contract if and when offered and are deemed incorporated herein.

As a public institution, the College is subject to the terms and conditions of the Freedom of Information Act. As required by law, any information submitted in response to this request for proposal could become public information. Suppliers responding to this proposal are cautioned not to include any proprietary information as part of their proposal unless such proprietary information is carefully identified in writing as such and accepted by the College as proprietary. Any documents submitted may be reviewed and evaluated by any person at the discretion of the College, including non-allied and independent suppliers retained by the College now or in the future.

Proposals must be comprehensive by including all services and costs necessary to meet the business and technical requirements of the College as outlined in this RFP. In addition, the proposal must specify a detailed approach/methodology, Supplier and College staffing requirements, and any other assumptions to achieve the goal of this RFP.

The College expects to award to a pool of qualified suppliers based on the overall proposals and offerings. No work shall begin under the award of this RFP until a valid purchase order is sent from WCC's purchasing department. Criteria for award includes but is not limited to:

- Submission of required information, underlined for clarity in sections 5.0, 6.0, & 7.0
- Sample timeline
- Combination of offerings or any combination of the included specifications.

The College reserves the right to request information such as questions, presentations, and demos prior to contract award. **The College will work with the awarded supplier(s) until the solicitation expiration date unless either party terminates the agreement with 60-day prior notice.**

2.0 Planned RFP Schedule

RFP issued – 01/16/2024

Deadline to submit questions – 01/29/2024 by 2 p.m. address questions to Lydia Scheets, Purchasing Agent, at pur@wccnet.edu

College response to questions – 01/31/2024 by 2 p.m. posted on the WCC Purchasing website <https://www.wccnet.edu/about/purchasing/bids-rfp.php>

RFP due date – 02/17/2025 at 2 p.m.

3.0 Submission Directions

Proposals following the guidelines outlined in this document are due on or before 02/17/2025 at 2 p.m. at the following location: pur@wccnet.edu

Attn: Lydia Scheets – Purchasing Agent; Washtenaw Community College

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Submit **one (1)** electronic proposal and **one (1)** copy of the required Signature Page in separate PDF format. Faxed and mailed replies are not acceptable and will be rejected. Supplier assumes all responsibility for delivery to the location given above on or before the due date and time.

4.0 Background of the College and Project

The College is located in central Washtenaw County between Ann Arbor and Ypsilanti, Michigan and was established in 1965. The College is a well-respected and well-supported institution whose academic offerings make it a standout among two-year institutions across the country.

The intent of this project is to establish contract pricing to provide temporary employment services to the College as needed through the solicitation expiration date. Skills or experience requirements will be provided by the College prior to placement and may vary with each request. The award of this RFP will replace prior award of RFP 6322 when applicable.

5.0 Requirements

- Proposals must include an overview of available positions including pricing and description; the College places special consideration on the following:
 1. **Receptionist** - may greet individuals, answer inquiries, direct visitors or calls to the appropriate department or staff, and provide general office support as needed.
 2. **Secretary (department, division)** - may provide secretarial and technical support to various departments, assisting with daily operations. They are responsible for maintaining organization and ensuring efficient office functioning.
 3. **Executive Secretary** - may provide administrative support to senior leadership, including managing schedules, preparing reports, and coordinating various initiatives. This role may involve handling tasks that ensure daily operational efficiency.
 4. **Accountant** - may assist the accounting team by posting journal entries, reviewing payroll and accounts receivable transactions, and preparing reports. This role contributes to maintaining accurate and transparent financial records for the College.
 5. **Payroll Specialist** - may assist in generating and processing payroll, including setting up new employee tax withholdings and retirement benefits, assisting with the upload of time and attendance records, and research and resolving payroll questions and problems.
 6. **Human Resources Specialist** - may assist with recruitment, employee relations and benefits administration. They may also support performance management and training programs.
 7. **Dispatcher** - manage communication requests, directing them to public safety personnel. They are responsible for activating emergency protocols, including Tornado and Active Shooter procedures, and sending safety messages during emergencies or criminal incidents.
 8. **Custodian** - may keep buildings and property clean and orderly. They perform routine maintenance activities, heavy cleaning duties, and may sweep, mop, scrub, or vacuum floors, as well as gather and empty trash.
 9. **Grounds Maintenance** - may assist with landscaping, snow and ice control, waste handling, and event set-ups. They may also maintain equipment, prepare athletic fields, and handle off-campus deliveries and pick-ups.
 10. **Mail Room/ Shipping Receiving** - may manage the incoming and outgoing mail, packages, and shipments. They are responsible for sorting, distributing, and organizing deliveries while ensuring the proper handling of all items.

- Resumes and skill assessments of potential candidates must be made available upon request.
- Agency services must be guaranteed as provided; The College will not be required to update agency workers' skills to meet temporary help position's qualifications.
- Responding agencies must be able to submit a W9 with a valid TIN upon request.

6.0 Required Pricing

- Provide comprehensive pricing for positions including the specific list requested and any assumptions being made. Identify all points of service in which payment will be required which may include travel expenses or other related costs.
- Cost proposals must include any special guarantees relating to percentage increase limits per position should hourly rates increase, as well as all discounts and special savings opportunities.
- Provide concession plan in the event that the candidate is deemed unfit for the position.

7.0 RFP Requirements - General:

- A. **Insurance** - shall be maintained and proof shall be provided to the College if requested. No changes are permitted in the insurance coverage unless agreed to in writing by the College. Insurance shall be maintained for the following coverages in the amounts stated below:
1. Commercial general liability insurance, including contractual products and completed operations insurance (\$1 million per occurrence/\$2 million annual aggregate)
 2. Professional Liability/Errors and Omissions Insurance with limits not less than \$1 million per occurrence and \$2 million annual aggregate
 3. Worker's Compensation at statutory limits in accordance with the appropriate State of jurisdiction including Employer's liability (with minimum \$500,000)
 4. Automobile liability for owned, non-owned and hired vehicles minimum limit (\$1 million each accident)
 5. \$1,000,000 Cyber Security Insurance for loss to the College due to data security and privacy breach, including costs of investigating a potential or actual breach of confidential or private information
- B. **Supplier Company Information:**

References - Provide 3-5 customer references including at least two references required from the educational space, specifically from community colleges if applicable. References must reflect organizations that have similar requirements and scope of work.

Background - Brief history and background of your company as well as the length of time you have supplied services similar to those requested in this RFP.