



Request for Proposals

PROFESSIONAL EMPLOYER ORGANIZATION (PEO) SERVICES

For the period of October 1, 2025- September 30, 2028

Funding for services identified in this RFP is made possible by a Workforce Innovation & Opportunity Act (WIOA) grant through the Department of Labor & Economic Opportunity (LEO), State of Michigan, and the Ballmer Group.

Issued by the

Macomb/St Clair Workforce Development Board, Inc.
21885 Dunham Road, Suite 11
Clinton Twp, MI 48035

A proud partner of the American Job Center Network. An equal opportunity employer / program supported by the State of Michigan. 1-800-285-WORK (9675). Auxiliary aids and services available upon request. Dial 711 for Relay Center and TTY. Supported in part with state and/or federal funds.

QUICK REFERENCE: SOLICITATION TIMETABLE

Request for Proposal Release Date	August 11, 2025
Technical Assistance <i>Deadline for questions August 22, 2025, 5:00PM EST</i>	August 11, 2025 – August 22, 2025
Proposal Due Date	August 29, 2025, 12:00PM EST
Technical Review	September 2 - 5, 2025
Oral Interviews <i>At the discretion of the Macomb/St. Clair Workforce Development Board</i>	September 8 – 12, 2025
Award Announcement	Thursday, September 25, 2025
Contract Negotiations	September 26, 2025
Contract Period	October 1, 2025 – September 30, 2028

GENERAL INFORMATION

INTRODUCTION

The publicly funded workforce development system in the United States is a nationwide network of federal, state, and local agencies and organizations dedicated to providing employment, education, and training services. This system plays a critical role in equipping job seekers with the skills needed to secure quality employment while supporting businesses in acquiring a competitive workforce.

The Macomb/St. Clair Workforce Development Board (M/SCWDB), a nonprofit and equal opportunity employer/program, is a key partner in this network within Michigan. As one of sixteen Michigan Works! Areas (MWAs) in the state, the M/SCWDB is responsible for overseeing workforce development initiatives across Macomb and St. Clair counties. Guided by its vision to be the leading resource for workforce development and retention, the M/SCWDB is committed to connecting and supporting employers and job seekers, ultimately strengthening the local economy and community.

The M/SCWDB operates four Michigan Works! Career Centers, strategically located in Clinton Township, Roseville, and Warren in Macomb County, and in Port Huron in St. Clair County. These career centers serve as comprehensive access points, offering job seekers and businesses a wide range of employment-related resources and services. Available programs include the Wagner-Peyser Employment Service, Michigan Rehabilitation Services (MRS), Partnership, Accountability, Training and Hope (PATH), Trade Adjustment Assistance (TAA), the Senior Community Service Employment Program (SCSEP), Veterans' Employment Services, and Workforce Innovation and Opportunity Act (WIOA) services for adults, dislocated workers, and youth.

The Workforce Innovation and Opportunity Act (WIOA) is the primary federal legislation that funds workforce development programs across the country, supporting job training and employment services

for adults and youth. In Michigan, the Department of Labor and Economic Opportunity (LEO) administers WIOA funding, distributing it among the state's sixteen MWAs, including the M/SCWDB. In addition to WIOA funding, the M/SCWDB secures supplemental resources through state and federal grants, as well as private foundation funding, including awards from the Ballmer Group. Committed to financial diversification, the M/SCWDB continuously seeks innovative funding opportunities to promote growth, sustainability, and enhanced service delivery.

A key focus of the M/SCWDB is supporting young adults facing barriers to employment. Through targeted youth-focused programs branded Young Professionals, the organization provides workforce preparation services designed to grow foundational knowledge and skills that increase a youth's opportunities for long-term career success.

BACKGROUND

Paid Work Experience (PWE) is a required program element of Title 1 WIOA Youth legislation. It is described as a 'planned, structured learning experience that takes place in a workplace for a limited period of time'. Work experience provides youth with opportunities for career exploration and skill development, and PWE may take place in the private for-profit sector, non-profit sector, or the public sector. Labor standards apply in any work experience where an employee/employer relationship exists. WIOA legislation identifies four categories of work experience: (1) summer employment and other employment opportunities available throughout the school year, (2) pre-apprenticeship, (3) internships and job-shadowing, and (4) on-the-job training.

PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The M/SCWDB is seeking competitive proposals from interested and qualified Professional Employer Organizations (PEO) to coordinate and deliver services for young adults engaged in Paid Work Experience.

RFP OVERVIEW

The Macomb/St. Clair Workforce Development Board is issuing this Request for Proposal (RFP) to identify and select one PEO to provide services.

The organization selected will be responsible for the following:

(1) Human Resource (HR) Management

HR consulting and support; employee handbook development and maintenance; PWE worksite handbook development and maintenance; compliance with federal, state, and local employment laws including but not limited to the state of Michigan's Earned Sick Time Act (ESTA).

(2) Payroll Administration

Bi-weekly payroll processing including direct deposit and pay cards; special payroll runs; accommodation of multiple departments; wage garnishments; payroll tax with-holding, filing and reporting (federal, state, and local); W-2 preparation and distribution; time and attendance system integration and provision; and online access for employees to view pay stubs and tax forms.

Federal and state funds are provided for eligible individuals to participate in work-training programs. The focus of these programs is based upon participant need to master work-readiness skills in a work-training environment. Jobs created for eligible participants are a public service; they did not previously exist and do not displace regularly employed workers. The *Michigan Employment Security Act* excludes from receiving Unemployment benefits those that partake of work-relief or work-training programs. Therefore, claim for Unemployment benefits from eligible individuals who have participated in a work-training program is denied.

(3) Worker's Compensation

Worker's compensation insurance coverage and claims management and administration.

(4) Technology and Human Resource Information System (HRIS)

Access to an HRIS platform, employee self-service portal, manager self-service portal, reporting capabilities, and data security and privacy measures.

The selected organization will provide the aforementioned services to approximately twenty-five (25) youth participants and approximately four (4) retiree/administrative staff per bi-weekly payroll for the duration of the contract period.

The M/SCWDB will be solely responsible for determining which individuals are eligible to participate in PWE. The M/SCWDB sources youth for PWE opportunities through its Young Professionals program and will not require assistance with talent acquisition.

ELIGIBLE PROPOSERS

An eligible proposer is any PEO legally authorized to conduct business in the State of Michigan.

The M/SCWDB will comply with all federal and state mandates governing contractor selection. To be considered for funding organizations must be able to document the following:

- Adequate financial resources or the ability to obtain them.
- The ability to meet RFP specifications at a reasonable cost.
- A satisfactory record of past performance.
- A satisfactory record of integrity, business ethics, and fiscal accountability.

CONTRACT TERMS

The contract resulting from this RFP will be executed starting on October 1, 2025, and ending September 30, 2028. The M/SCWDB reserves the right to extend the contract on an annual basis for two additional years based on need, performance, and available funding.

The award of any contract based on proposals received in response to this RFP is contingent upon the receipt of adequate funding allocations.

TECHNICAL ASSISTANCE

The M/SCWDB welcomes questions about the RFP. Only written questions submitted by email will be accepted. Please submit questions to Cris Robson, Youth Program Administrator:

Cristine.Robson@msc-mw.org with 'PEO Payroll Services RFP' in the email subject line. The **deadline to submit questions for technical assistance is 5:00PM EST, August 22, 2025.**

PROPOSAL MINIMUM REQUIREMENTS AND SUBMISSION INSTRUCTIONS

To be considered, organizations must **submit their proposal by email no later than 12:00PM EST, August 29, 2025.** Response should be emailed to Cris Robson, Youth Program Administrator: Cristine.Robson@msc-mw.org.

Proposals received on or before the deadline will be reviewed. Failure to submit a proposal by the deadline indicated will result in forfeiture of proposal.

Proposals must be submitted in the legal name of an organization and by the individual with the legal authority to enter a contract. Proposals should have a subject line 'PEO Services Bid'.

PROPOSAL REVIEW PROCESS

The proposer application is the primary mechanism used to determine the suitability of a proposer for funding. The review process includes the following steps:

Technical Review: to be considered for funding the application must be completed in its entirety, in the prescribed format, and received by the deadline. Responses must be comprehensive. An evaluation team will determine whether further consideration is warranted.

Oral Interviews: An evaluation team will provide a preliminary analysis of the application. At the discretion of the M/SCWDB, an oral interview may be conducted with the proposer for clarification on any points contained in the application or budget.

Evaluation: Proposals will be scored and ranked by an evaluation team according to the criteria set forth in the RFP.

Award Announcement: The M/SCWDB Board of Directors will formally vote to select a contractor. The selected proposer will receive notice of the award and be invited to negotiate cost and contract terms.

PROPOSAL EVALUATION CRITERIA

Proposers will be evaluated on three main criteria as outlined below:

Previous experience (20 points)

Service Delivery (40 points)

Pricing (40 points)

LIMITATIONS

This request for proposal does not commit the M/SCWDB to award a contract or to pay any costs incurred by the proposer in the preparation of the response submission. The M/SCWDB reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel this request for submission in part or in its entirety if it is in the best

interest of the M/SCWDB to do so. The award of any contract based on proposals received in response to this request is contingent upon the receipt of adequate funding allocations.

GRIEVANCE PROCEDURE

The M/SCWDB subscribes to the policy of equal opportunity, and as such, maintains a formal grievance procedure to handle complaints of participants and service deliverers. Adherence to same is acknowledged by acceptance of a contract from the M/SCWDB.



APPLICATION IN RESPONSE TO
REQUEST FOR PROPOSALS
TO DELIVER

PROFESSIONAL EMPLOYER ORGANIZATION (PEO) SERVICES

Applications must be received no later than **12:00PM EST on August 29, 2025**. Response should be emailed to Cris Robson, Youth Program Administrator: Cristine.Robson@msc-mw.org.

The award of any contract based on proposals received in response to this request is contingent upon the receipt of adequate funding allocations.

This request for proposals does not commit the M/SCWDB to award a contract or to pay any costs incurred by the proposer in the preparation of the response submission. The M/SCWDB reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel this request for submission in part or in its entirety if it is in the best interest of the M/SCWDB to do so.

Legal Name of Organization:	Click or tap here to enter text.
Street Address:	Click or tap here to enter text.
City:	Click or tap here to enter text.
State:	Click or tap here to enter text.
Zip:	Click or tap here to enter text.
Contact Representative:	Click or tap here to enter text.
Title:	Click or tap here to enter text.
Phone:	Click or tap here to enter text.
Email:	Click or tap here to enter text.

Proposing Under the Name of:	Click or tap here to enter text.
Federal Employer Identification Number:	Click or tap here to enter text.

Type of Organization (check all that apply)

- ☐ Assumed Name (Register No): [Click or tap here to enter text.](#)
- ☐ Public Non-Profit
- ☐ Public School District
- ☐ Community College
- ☐ Private for Profit
- ☐ Partnership
- ☐ Business Owned by an Individual with a Disability
- ☐ Minority Owned Business
- ☐ Corporation, incorporated under the laws of the State of: [Click or tap here to enter text.](#)

List all officers and stockholders:

[Click or tap here to enter text.](#)

Is any owner, partner, stockholder or employee of the company or institution completing this Application in Response to Request for Proposals associated with or have family members serving on the M/SCWDB or an administrative employee of the M/SCWDB?

☐ Yes ☐ No

If yes, name of the individual and relationship:

[Click or tap here to enter text.](#)

PROPOSER'S SIGNATURE CERTIFICATIONS

I certify that this proposal is a firm offer to begin on October 1, 2025, through September 30, 2028, and that complete and accurate records justifying all expenditures, leaving a clear audit trail to point of origin will be maintained, subject to periodic audit by the Macomb/St. Clair Workforce Development Board, Inc., and/or the State of Michigan. I further certify that I have fully read and understand the specifications presented in this proposal.

This document must be signed by the individual who has signatory authority for the organization under whose sponsorship this proposal has been submitted.

Authorized Signature:

[Click or tap here to enter text.](#)

Printed Name/Title:

[Click or tap here to enter text.](#)

Address:

[Click or tap here to enter text.](#)

If another individual is authorized to sign contracts as a result of this proposal, indicate:

Signature of Authorized Individual:

Click or tap here to enter text.

Printed Name/Title:

Click or tap here to enter text.

ORGANIZATIONAL HISTORY AND EXPERIENCE

Maximum points: 20

1. Provide a description of your organization including its history, vision, and mission. Limit 1 page.
Click or tap here to enter text.
2. Summarize your organization's experience over the past five years in delivering PEO services including what differentiates you from your PEO competitors. Limit 1 page.
Click or tap here to enter text.
3. Identify any federal or state funded or government partnerships or projects for which you have delivered PEO services.
Click or tap here to enter text.
4. List any accreditations that your organization holds.
Click or tap here to enter text.

SERVICE DELIVERY

Maximum points: 40

5. Describe your organization's approach to customer service and support.
Click or tap here to enter text.
6. List reference(s) that can attest to your ability to provide quality customer service.
Click or tap here to enter text.
7. What platform(s) does your organization utilize that would be leveraged in the execution of this contract?
Click or tap here to enter text.
8. What is your organization's capability for reports and analytics? Can reports be customized?
Click or tap here to enter text.
9. How many individuals would be dedicated to support this project? What are their professional qualifications?
Click or tap here to enter text.
10. Describe the policies and procedures your organization has in place to protect sensitive employee data and ensure compliance with data privacy regulations.
Click or tap here to enter text.

11. What is your organization's approach to worker's compensation claims management and cost containment?

Click or tap here to enter text.

PRICING

Maximum points: 40

12. Provide detailed information regarding administrative fees whether a percentage of gross payroll or a flat per-employee-per-check fee.

Click or tap here to enter text.

13. Provide a breakdown of employer payroll taxes (i.e., SUTA, FUTA).

Click or tap here to enter text.

14. Provide detailed information regarding worker's compensation costs expressed as a rate per \$100 by job classification for common entry-level jobs.

Click or tap here to enter text.

15. Provide information on postage fees.

Click or tap here to enter text.

16. Provide detailed information on any additional set-up fees whether for services or technology.

Click or tap here to enter text.

17. Explain your pricing model and any factors that might cause it to change.

Click or tap here to enter text.

18. Provide a sample of your invoice presentation.

Click or tap here to enter text.