

**PUBLIC NOTICE  
REQUEST FOR BIDS**

The Workforce Development Board (WDB) of Trumbull County is soliciting bids from interested parties to serve as the “Employer of Record”, providing payroll services for the **Ohio BRN Grant**.

In order to receive consideration under this bid request, the interested party must be registered/active and in good standing with the Ohio Bureau of Workers’ Compensation (BWC) and Ohio Unemployment Insurance. In bidding, the interested party will agree, if selected, to be the Employer of Record and provide bi-weekly payroll services in a single payroll period as selected by Workforce Board with the following possible allowable line items: Payroll function at an hourly wage to be determined for up to a forty (40) hour work week, payable on a wage subsidy basis, and including any ancillary pass through costs for potential background checks, mileage reimbursement, workers compensation and unemployment insurance. Payroll services may begin as early as June 1, 2023 through June 30, 2024. Possible service extensions may occur to coincide with grant funding. The WDB reserves the right to determine all final allowable line items and allowable costs to be included in the final contract.

The Trumbull County Department of Job and Family Services is the fiscal agent for the Trumbull County Workforce Development Board and all contracting requirements must be met.

Bids are to include a cost quote for the services described above and identify any Company affiliates that you represent. The cost quote must include the total potential cost per participant and a breakdown of the quoted cost in the following manner:

The breakdown must clearly define each cost included in the total potential cost quoted. Wages will vary; please provide a cost breakdown using example; \$15.00 per hour (80 hour payroll period), and Ohio workers compensation NCCI classification code (sales- 8742).

- (1). Cost related to wage subsidies themselves (payroll taxes);
- (2). Administrative cost related to the processing of the wage subsidies;
- (3). Costs related to the BWC and unemployment liability.
- (4). The bid must also include verification that the bidding party is current/ active and in good standing with the Ohio Bureau of Workers’ Compensation and Ohio Unemployment Insurance.
- (5) The bidder must also submit a sample invoice in which all costs are broken out (this break out is necessary for State audit purposes).
- (6) The bidder should be able to input hours into the payroll system from a timesheet submitted.

All Bids will be evaluated and a final determination will be made at the sole discretion of the WDB. The award will be made to the lowest and best bidder as determined by the WDB.

Costs will be to the Employer of Record following invoicing and will be made on the basis of payment of actual allowable and contracted cost only. WDB reserves the right to cancel, re-issue, or issue no award on the request at its discretion, and reject any and all bids & waive any informal defects in the bid process. Bidders may obtain a copy of this Request at the Workforce Development Board Office listed herein. For more information or with questions, contact William Turner, WDB Executive Director, in writing only via e-mail at [ceturner@co.trumbull.oh.us](mailto:ceturner@co.trumbull.oh.us) using the subject line: Ohio BRN Grant Question. WDB will not be responsible for questions received, which are not noted, utilizing the required subject line.

The bid opportunity will be open to the public on May 10, 2023 at 3pm.

Complete bids, according to the specifications above, shall be submitted in person or by mail to:

*Workforce Development Board  
Attn: Executive Director  
106 High St N.W. 4<sup>th</sup> Floor  
Warren, Ohio 44481*

at any time during regular business hours, but no later than **the Deadline Date of 3:00pm, June 9, 2023**. Facsimile or electronic submittals are not permitted.

All submitted bids must be completed according to the specifications outlined above. Awardee of contract must duly sign a Non-Collusion Affidavit, a Personal Property Tax Affidavit, required by section 5719.042 of the Ohio Revised Code (ORC), and a "Sign- Off Sheet" in agreement that the terms of the Trumbull County Drug and Alcohol Use Policy adopted by Trumbull County on September 7, 2016 also apply to any contractors directly paid or reimbursed for services through Trumbull County. Awardee must also be prepared to verify adequate liability and insurance limits. This request for bids is contingent upon funding availability.

Attention is also directed to all bidders that pursuant to Ohio Revised Code Sections 307.86 and 307.87, effective September 26, 2003, this notice will be published one time only in a newspaper of general circulation in Trumbull County and on the websites referenced herein and may be accessed by clicking the web links identified herein, and following the instructions set forth therein.

BY ORDER OF THE TRUMBULL COUNTY COMMISSIONERS:

Denny Malloy, President; Niki Frenchko, Commissioner; Mauro Cantalamessa, Commissioner;

By: Paula Vivoda-Klotz, Clerk of the Commissioners

Publish One (1) Time: Tribune Chronicle

**This Request for Bids can also be found throughout the open bid submission period at:**

Commissioner's Website- <http://commissioners.co.trumbull.oh.us/>

WDB LinkedIn-<https://www.linkedin.com/company/workforce-development-board-of-trumbull-county/>

OMJ website: <https://www.co.trumbull.oh.us/OMJ>

A copy of this notice shall be posted in the offices of the Trumbull County Board of Commissioners and the Workforce Development Board preceding the day of the opening bids.