

Questions and Answers

This information may be edited for clarity.

November 20, 2024

Q1 What is the current vendor's pricing?

A1 **We are not disclosing the pricing of our current vendor.**

Q2 We charge a markup of a fixed percentage of gross payroll plus the cost of worker's compensation premium. Since worker's compensation is variable, may we list the premium cost for each of the industries listed in the Request for Proposals?

A2 **Yes, you may list the variable costs on the pricing spreadsheet and attach a supplemental list if the spreadsheet doesn't accommodate all of the variable costs.**

Q3 Can you provide additional detail on the types of responsibilities assigned to the participants in the Construction industries?

A3 **One of the main worksites for Construction industry are partner Pre-Apprenticeship Training Programs. Participants earn wages while completing coursework and hands-on learning. Hands on learning includes jobsite safety, blueprint reading, construction measurement techniques, and proper use of hand tools and power tools.**

November 18, 2024

Q1 Section A Evaluation Criteria page 9 states "Disallowed job duties described by applicant will not impact program delivery". Can you elaborate on the intent of that statement?

A1 **Our intent in asking applicants to disclose their list of disallowed job duties is to confirm the applicant will be able to support the worksites/position descriptions critical to our current programming. Refer also to a list of recent job titles below.**

Q2 What are the payment terms for this contract?

A2 **Please refer to the Sample Professional Services Agreement resource document posted on this Request for Proposals web page for compensation information.**

Q3 Does the employer's worker's compensation exemption apply to the awarded Employer of Record while a Preferred Worker Program participant is in the Employer of Record's employ?

A3 **If an Oregon's Preferred Worker participant is eligible, the exemption would apply to the Employer of Record.**

November 13, 2024

Q1 Are background checks and drug screens required for all participants?

A1 **As stated in Part V of the Request for Proposals, background checks and pre-placement drug screenings are not performed unless requested by Worksystems' contracted service providers.**

Q2 Can you provide more details about establishing a worksite? Does this imply developing new worksites for participants from a business development perspective?

A2 **Worksites are identified and developed by contracted service providers. The service provider will collect and transmit any information required to establish the worksite with the Employer of Record.**

Q3 How are stipends and bonuses calculated, and what are the requirements for earning either? Are both factored into the budget and communicated to the Employer of Record in advance?

A3 **Stipends and bonuses are established by Worksystems and tracked by our contracted service providers. The service providers will submit bonus/stipend payment requests to the Employer of Record. The Employer of Record is not responsible for verifying or managing stipend/bonus eligibility or availability; the Employer of Record is only responsible for request processing and payment delivery. Stipends and bonuses are factored into the budget.**

Q4 Is weekly or biweekly payroll run cadence preferred?

A4 **We have no preference.**

Q5 Can you clarify this paragraph from the Request for Proposals Part IV, page 6:

The business bears risk of loss related to the services to be performed, as demonstrated by one or more of the following: (A) this will be a fixed price contract; (B) defective work will be corrected by the business at no additional charge; and/or (C) we warrant the services provided

A5 **This is one of several legal requirements that may need to be met if the applicant is an Independent Contractor.**

Q6 The SOW states that the Employer of Record provider may deliver legal guidance to participants. Is this a requirement? Are these services provided by another resource within the system? If it is a hard requirement, can an example be provided about legal guidance delivered in the past?

A6 The legal assistance referred to in this paragraph relates to answering questions or providing context related to wage and hour laws if issues arise related to scheduling, overtime, meal breaks, etc..

Q7 Does Worksystems have a prescribed or preferred participant offboarding process?
A7 No.

Q8 The SOW mentions a platform where data will be stored. Is it expected that the Employer of Record provider will access Worksystems' platform, or will Worksystems use the provider's platform?

A8 Worksystems will expect to be able to access the Employer of Record provider's data and records related to the management of the participants.

October 28, 2024

Q1 Can you provide job titles or descriptions of the type of work that participants will be doing?
A1 There are more than 400 position descriptions; a list of recent job titles is included below.

Q2 What is the average hourly wage?
A2 The wage varies, but ranges from \$16.00 to \$19.00 per hour. The selected vendor will need to support multiple wage rates at once. Wages are determined by Worksystems and communicated to the EOR vendor.

Q3 What is the average length of assignment?
A3 The assignment length varies. A standard Youth assignment would last for 160 hours in a 12-week period, and standard Adult assignments last 240-300 hours in a 16-week period. There are exceptions that would extend the term or hours worked.

Q4 Do you have a preferred or current background and/or drug screening vendor?
A4 No.

Q5 How is timekeeping currently being done?
A5 There have been a variety of methods used. If the selected vendor uses an electronic system, it is recommended that there is also an alternative timekeeping method available for those who may struggle with an electronic interface.

Q6 What is your current onboarding timeline?
A6 Ideally onboarding would not exceed two weeks for a worksite or participant, with exceptions made for delays related to background checks outside of the selected vendor's control.

A1 Addendum - Position Titles

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| Barista Business Management Intern | Benson Girls Basketball Mentor College Access Specialist |
| IT, Social Media, Website Tech Business Operations Analyst | Bicycle Mechanic Internship Communications Coordinator |
| Learning Opportunity Busser/Kitchen Assistant | Bike Mechanic Apprentice Communications Intern |
| Access Center Support Staff C.H.E.F. Intern | Bilingual Aide Communications Specialist Intern |
| Accounting Intern Cadet Program Trainee | Bilingual Office Assistant Community Engagement Intern |
| Activity Leader Camp counselor/assistant to instructor | Boba Tea Maker/Helper Community Events Intern |
| Administrative Assistant Camp Intern | Bodega Associate Coordinator Community Impact Intern |
| Agricultural Learning Career Coach | Book Seller Community Intern Assistant |
| Aide Caregiver | Book Shop Assistant Community Media Assistant |
| Aide Preschool Carpenter Trade Prep Intern | Break-Floater Community Organizing Instructor |
| AKA Science Support Specialist Case Management Assistant | Bridal Shop Assistant Community Relations Coordinator |
| Alder Elementary Campus Mentor Case Manager Assistant | Broadband Internet Access intern Community Resource Advocate |
| Apprentice Intern Case Manager Intern | Broker in training Community Room Specialist |
| Architectural Intern Case Manager Support Staff | Building Towards Success Intern Concession Staff |
| Art Camp Intern Cashier & Customer Associate | Connectors Drafter |
| Art Gallery Assistant Cashier & Food Prep Intern | Content Creator (Remote) Early Childhood Development Intern |
| Artist's Assistant Intern Cashier/Barista | Cook Economic Recovery Intern |
| Arts Intern Cashier/sale associate | Cook / Dishwasher Education Program Intern |
| Assistant Center Staff Assistant | Cook Prep Educational Assistant |
| Assistant Bilingual childcare teacher Chemistry Lab Intern | Corporate Relations & Partnerships Intern Electrical Intern |
| Assistant Coach Childcare Assistant | Creative Assistance/ Community Manager ELL Enrichment Program Assistant |
| Athletic Field Services Class & Compensation Technician Intern | Creative Copywriter/Creative Tech Support Emergency Management Intern |
| Bakery Assistant Classroom Aide | Creative Marketing Intern Employment Specialist |
| Band Support Clerical Assistant | CSA Interns Engagement Specialist/ Case Manager |
| Barber Apprentice Client Acquisition Intern | CTE Career Learning Intern Engineering Intern |
| Barbershop Assistant Client Service Intern | CTE Development Intern Engineering Trainee |
| Barista & Support Crew Clothing Donation Specialist | CTE Digital Media Intern Environmental/Water Quality Intern |
| Barista Assistant Clothing prep | CTE Technology Intern Equity & Inclusion Assistant |
| Barista Internship Coach – Mentor Assistant | |
| Basketball Intern College & Career Readiness Intern | |



The Portland Metro Workforce Development Board

Employer of Record Services Request for Proposals

- Culinary & Hospitality Trainee ESL Class Assistant
- Culinary Assistant Esthetics Instructor
- Cully Farmers Market Intern Ethnic Studies Curriculum Alignment
- Culturally Specific Recovery Support- Latinx Event & Operations Coordinator
- Curriculum Developer Event Coordinator
- Customer Service Event Coordinator/Community Specialist
- Customer Service & Studio Assistant Event Operations Intern
- Customer Service Assistant Events & Administrative Support Intern
- Customer service, multitasking, working autonomously Events Assistant
- Customer Service/ Assistant Executive Assistant
- Data Analyst & Operation Intern Facilities Tech Helper
- Data Analyst Intern Facility Training Intern
- Data & Digitalization Intern Farm 2 Fork Intern
- Data Assistant Farm Crew Member
- Day Center Support Staff Farm Intern
- Day Center/ Shelter Support Staff Farm Management Intern
- Dental office Receptionist Farm Worker
- Design Engineer Farmer's Market, Commercial Kitchen Support
- Detailer/Shop helper Farmers Market Assistant
- Development Intern Farmers Market Intern
- Developmental & Financial Literacy Intern Feed the Folks Farmer Market Coordinator
- Digital Navigator Field Science Intern
- Digital Storyteller / Social Media Intern File Management & Digitalization Intern
- Dishwasher File Management & Digitalization Internship
- Dishwasher/Prep Finance Assistance Intern
- Dishwasher/Prep help Finance Intern
- Dispatch Assistant Finisher
- Diverse Future Teachers Academy Educational Assistant Fire Department Intern
- DMA Intern Fire Intern
- Documentary Intern Floater
- Floral Assistant Housing Intern
- Florist HR Intern
- Floater Ice Cream Artist
- Flower Designer Inclusive Contracting Intern
- Food Assistance Intern Income Property Manager
- Food Cart Attendant Indian Education
- Food Pantry Assistant Innovation Studio Assistant
- Food Production Intern Instructor
- Food Service/ Prep Instructor Assistant/ Office Assistant
- Front Desk & Testing Center help Instrument Intern
- Front Desk Support Staff (Wed & Fri) Intern
- Front of House Associate Inventory Prep for Dress Store
- Front Office Intern Investment Sales Intern
- Fulfillment & Wholesale Admin IT Assistant
- Fulfillment Intern IT Support Intern
- Full Count Internship Jewelry Production & Assembly
- Garden Assistant Journalism Intern
- Garden Assistant Joyologist In Training
- Garden Coordinator Junior Counselors
- Garden-Based Wellness Services KGW Intern
- Gardener Assistant Kitchen Aid/ Assistant
- General Maintenance Apprentice Landscape Crew Member
- Gift Shop Support Landscaping Assistant
- GIS Technician 1 Laser Operator
- Glass Blowing Apprentice Latinx Community Specialist
- Golf Operations- Outside Services Attendant Lead Boba Tea Maker
- Graphic Designer Lead Reception
- Green Space Program Intern Leadership Development Intern
- Green Team Crew Member Learning & Development Intern
- Green Team Intern Legislative Summer Intern
- Gresham Tree Team Member Level 1 Farm Crew Member
- Grounds Maintenance Level 2 Farm Crew Member
- Grounds Maintenance / Climate Education Library Intern
- Hairstylist Assistant Light Skilled Handyman
- Handy Person In-Training Line Cook
- Hardware Store Retail Assistant Lunch Program Assistant
- Hardware Testing Intern Maintenance Crew
- HeadStart Development Intern Maintenance intern
- Health & Wellness Associate Maintenance/ custodian/ gardener
- Hearings Office Intern Market Assistant
- High School Program Assistant Material Handler
- Horticultural Work Experience Media Content Admin
- Horticulture Assistant Member Support Associate
- Hospitality Associate Mentor
- Merchandising Assistant Receptionist
- Morpheus Project Intern Recovery & Collections Data Assistant
- Mural Assistant Recovery Support Service Coordinator
- Music Content Creator Recreation Assistant
- Music Department Associate Regulatory Intern
- Network/Telecommunications Technician Relationship, Recruitment, & Outreach Intern
- Non-Profit Clinic Housekeeping & Laundry Tech Remote Wellness Check-In Intern
- Non-Profit Marketing Resident Assets Intern
- Nutrition Services Manager Restaurant Intern
- Office Assistant ReStore Intern
- Office Coordinator Assistant Retail Business Assistant
- Office, Events & Membership Intern Retail Cashier
- OHSU Trauma Surgery Intern Retail Sales Associate
- Online Marketing Coordinator Safe Routes to School Program Assistant
- Open Farm Day & Garden Intern Sales & Marketing Intern
- Operations Assistant Sales & Website Associate
- Order Fulfillment Intern Sales Associate
- Order Processing Salon Intern
- Outreach & Community Engagement Salvage Specialist
- Outreach Shelter Staff Saved By the Ink Apprentice Program
- Parks & Rec. Intern School Assistant
- Partner Internship Scooper
- PBOT Vision Zero Screen Printing Intern
- Peer Mentor Screen Printing Aid
- PNCI Pre-Apprentice Seamstress / Tailor / Showroom Associate:
- POIC C.H.E.F. Intern Seasonal Sales Associate
- Police Department Intern Senior Center Assistant
- Police Intern Server, host
- Pre-Apprenticeship Youth Intern Shelter Support Staff
- Prep Cook Shelver/Program Assistant
- Product Processor/Stock Shipping & Fulfillment Assistant
- Production Assistant Shop Assistant
- Production Coordinator Shop Technician
- Production Kitchen Intern Sidewalk Ambassador
- Production/Retail Associate Sit-n-Stay Dog Attendant
- Professional Learning Intern Social Media Intern
- Program Assistant & Shelver Sound/Video Technician
- Program Support Specialist Spa Assistant
- Project Coordinator Special Education Intern
- Project Management & Communications Internship Special Projects Intern
- Project Management Intern Stationery production assistant
- Racial Equity & Social Justice Intern STEAM Camp Lead Instructor
- Real Estate Office Assistant STEAMWORKS Coach
- Receiving & Recycling Intern Stewardship Program Intern
- Stockroom Organizer/Merchandiser
- Store Assistant
- Student Architectural Drafter
- Student Course Designer
- Studio Assistant Intern
- Studio Ceramic Assistant
- Stylist
- Summer Camp Assistant
- Summer Lunch Program Assistant
- Summer Program Assistant
- SUN Assistant
- Support Staff
- Sustainable Communities Initiative Intern
- Talent Acquisition Specialist
- Tasting Room Server & Back of the House Support



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Employer of Record Services Request for Proposals

Teacher aide
Tech Support
Technology Intern
Test Technician
Testing Center Assisting
Textile Printer
Thrift Shop Assistant
Traffic Operations Intern
Tree Pruning Assistant
UI/UX Designer
Urban Design & Planning Intern
Vehicle & Equipment Mechanic Intern

Warehouse Associate
Water Resources Outreach Intern
Watershed Technician
Web Design Assistant
Website Editor Intern
Work Order Inspector
Work Study
Worker Center Assistant
Workforce Development Research Intern
Youth Program Intern
Youth Violence Prevention Intern