

# FY2020 Temporary Staffing Services

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## *Buncombe County*

### *Introduction*

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#### **Scope of Work**

Employ individuals with varying degrees of experience who meet qualifications for positions at Health and Human Services including, but not limited to:

- Social Workers – Child and/ or Adult Services
  - Social Work Supervisors
  - Paralegal/ Legal staff
  - Clerical Support staff
  - Paraprofessional Human Services professionals
  - Security Guard Services

Employ individuals who work temporarily to meet varying demands in workload at Buncombe County Health and Human Services.

Manage all job postings, interview logistics and hiring for these temporary positions in a timely manner.

Respond quickly when HHS is dissatisfied with a temporary worker's performance.

Maintain responsibility as employers of temporary workforce, as HHS will have no liability for payroll taxes, including FICA, Medicare, Federal Unemployment Tax, and State Unemployment Tax, Worker's Compensation insurance coverage, or other similar employee benefit.

Agree to a non-exclusive contract in that each party shall have the right to provide services to other entities and receive services from other entities.

Provide a portal of entry into full time Buncombe County employment for individuals who meet minimum qualifications and are demonstrated high performers.

## **Fiscal Provisions**

Payment to the Contractor will be under the terms of an established contract through 6/30/2020.

Applicants will need to provide rates and fees for all services including administrative overhead and the number of positions they are able to support.

Rates and fees will be paid based on the service provided as detailed and documented on an invoice submitted twice per month. Invoices will be paid within 30 days of receipt.

All employees who work more than 40 hours in a work week must, by federal law, be compensated by the agency at time and a half.

Work-related travel of an Employee of the Contractor will be paid by HHS. Mileage rate will be paid at the current IRS standard rate.

Include any restrictions on hiring temporary workers into full time Buncombe County position.

## **Application Information**

Complete applications must be submitted online no later than midnight, Thursday, March 29, 2019 in order to be considered. The online application can be accessed at this link: <https://www.buncombecounty.org/apply>.

Proposals will be evaluated by a review panel assigned by the Director of Buncombe County Health and Human Services, who will make final award decision. The County will choose the applicant that best fits its needs and the needs of the target population.

Collaborative applications are welcome. One organization must be the lead entity with whom the County will contract for services if applicant is selected. Funds would be dispersed to collaborating organization(s) by the lead entity via sub-contract. The County would require a signed written agreement for the sub-contract. The lead entity would be responsible for ensuring all County contract requirements are met.

Questions may be directed to Rebecca Smith –[Rebecca.smith@buncombecounty.org](mailto:Rebecca.smith@buncombecounty.org) or (828)250-5764

## Questions

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### **Project Name\***

Name of Project.

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### **Organizational Capacity\***

Organizational Capacity: What is the capacity of the organization to provide Temporary Staffing Services? Please include past and current relevant experience, challenges encountered and how you intend to address those challenges, and clear evidence that the applicant has the organizational capacity to successfully carry out the programmatic scope of a contract resulting from this RFP.

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### **Staffing\***

Staffing: What is the proposed staffing plan? Include the level of training and professional credentials of the staff working directly with the proposed client population as well as linguistic and cultural competency of the staff. Indicate how these positions fit into the applicant's organizational chart.

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### **Client Services\***

Client Services: What is your proposed service delivery plan for Temporary Staffing Services?

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### **Documentation & Data Collection\***

Describe the data collection and quality assurance measures that you use and how you will assure ongoing and effective tracking of contract requirements and outcomes. Include a description of databases and other technology utilized.

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### **Community Collaboration\***

Community Collaboration: Describe your current collaborative activities among private and public entities, including coordination, referral, and/or other linkages maintained, and briefly describe how these relationships will be continued and how new relationships will be established.

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### **Assessing Effectiveness\***

Assessing Effectiveness: Providing these services regularly may be challenging. How will the applicant know that they are providing effective services to the population?

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**Proposed Budget\***

Proposed Budget: Describe your organization's financial capacity to perform the services as described in the application. Please attach a detailed 1-year budget indicating specific expenditures that link with the described scope of work and fiscal provisions.

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