RFQ Update:

The following Workers Compensation Codes have been added due to expansion of interns and worksites.  In general, there may only be 1 or 2 individuals placed in each of these codes.  Bidders may want to consider these codes in determining cost in the “other” category either individually listing or as a whole.  Bidders should also advise if any of these codes are not allowed or restricted to 18 or older under your hiring structure. Please note that as stated in the RFQ additional codes may be added as needed with approval of the EOR.   **Also, please note 8808 Retail Store listed in the RFP should have been 8008 as indicated below.  We apologize for the typographical error.**

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| Code | Description |
| **8008** | **Store: Clothing, Apparel, Dry Goods** |
| 8824 | Personal Care to the Aged (Assisted Living Facility |
| 8869 | Child Day Camp Employees (Camp Counselor) |
| 8831 | All Employees of Veterinary Hospital and Pet Grooming (Vet Assistant) |
| 8380 | Auto Repair (Mechanic Assistant in auto repair shop) |
| 2157 | Beverage Mfg – Carb – All OPS – SUS & DR |
| 5645 | Carpentry – Detached ½ family dwellings |
| 8810 | Clerical Office Employee NOC |
| 8864 | Social Services Organization |
| 9102 | Park NOC – All Employees & Drivers (grass cutting, weed control, lawn sprayingLawn Maintenance –Commercial or Domestic & Drivers |

**Questions Submitted**

1. **Do proposal submissions need to be emailed to** **procurement@tpma-inc.com** **or another email address?**
	1. YES – You will receive an email upon receipt of the submission
2. **How many hours will participants work on average per week?**
	1. The average hours per week worked for the pay period referenced in this RFQ was 20; however, per our worksite agreement an intern may work up to 40 hours per week or the maximum number of hours allowed based on the specific funding source and age of the intern in accordance with child labor laws. Interns are not allowed to work overtime as overtime wages are not an allowable grant expense. Of the 33 interns on the referenced payroll, only 10% (3) worked the maximum of 40 hours per week.
3. **How many hours will participants work for completion of their internships?**
	1. The hours for completion of an internship will vary based on a specific funding source, intern or worksite. For instance, we have one funding source which allows up to 975 hours for 6 months (average 37.5 hours per week), while another allows for up to 2 years, but interns may not work more than 20 hours per week. Another funding source allows the intern to make $4000 so time to complete would depend on the wage. Interns who are still in high school or in college may have to work around class schedules and will work a more limited schedule. Some worksites only want the interns to work certain days (when a supervisor is available or when specific duties are scheduled). WFI will identify which program/funding source the intern is eligible for and work out a suitable schedule with the worksite and submit all information to the EOR prior to final hire.
4. **What level of drug screening do your worksites require?**
	1. We have very few worksites that require/request a drug screen. The level of drug screening, if requested, would be customary to that specific employer.
5. **What percentage of positions require drug screens and background checks?**
	1. Of the current 33 interns as referenced in this RFQ, 0% required drug screens or background checks. WFI has not paid for any drug screens or background checks since becoming EOR December 1, 2023. Prior to December 1, 2023, we understand the Career Service Provider on occasion had a request.
6. **Do you have a preference for the cost of background and drug screening to be included in the mark-up vs. billed separately?**
	1. Since the instance of a worksite requiring a background or drug screening is so rare, we would prefer the cost be billed separately.

Note: We do have at least one funding source that does not allow the cost of background or drug screening. In the event an intern qualifies under that specific grant only, we either ask the worksite to provide the service at no cost to us or we would not place that specific intern at that specific worksite. We would attempt to find an intern who would qualify for funding of drug screening and background checks for the worksite and attempt to find another suitable worksite for the intern.

1. **Will any interns be allowed or required to drive vehicles while on the clock?**
	1. WFI does not restrict adults (18 and over) from driving as this is a decision of the worksite. This would be included in the job description.

WFI will submit the intern’s individualized job description to the new EOR prior to hiring. The EOR will assign the workers compensation code / classification and provide WFI with the cost/mark-up for that specific code. If the EOR has issue with any part of the job description or WFI with the cost/mark-up, adjustments can be made prior to finalizing the new hire job description and worksite agreement. If driving a vehicle is a general issue, the Worksite Agreement can be modified to include this as an exclusion or have a provision for worksite liability in the event they choose to allow an intern to drive a motor vehicle.

Note: In our past-experience, normally companies do not allow “non-employees” to drive company vehicles, even if age 18 or older.

1. **Will any interns be passengers in vehicles while on the clock?**
	1. WFI does not restrict interns from being passengers in vehicles while on the clock as this is a decision of the worksite. This would be included in the job description. WFI will submit the intern’s individualized job description to the new EOR prior to hiring. The EOR will assign the workers compensation code/classification and provide WFI with the cost/mark-up for that specific code. If the EOR has issue with any part of the job description or WFI with the cost/mark-up, adjustments can be made prior to finalizing the new hire job description and worksite agreement. If being a passenger in a worksite vehicle is a general issue, the Worksite Agreement can be modified to include this exclusion or have a provision for worksite liability in the event they choose to transport an intern.

Note: In our past-experience this has not been an issue. An example of an occasional exception might be if an intern is assigned to City Parks and Recreation, and they report to the main office but are working at a different park that day the worksite may transport them.

1. **Will any interns be responsible for handling money or marketable securities?**
	1. WFI does not restrict interns from handling money or marketable securities as this is a decision of the worksite. This would be included in the job description. WFI will submit the intern’s individualized job description to the new EOR prior to hiring. The EOR will assign the workers compensation code/classification and provide WFI with the cost/mark-up for that specific code. If the EOR has issue with any part of the job description or WFI with the cost/mark-up, adjustments can be made prior to finalizing the new hire job description and worksite agreement. If handling money or marketable securities is a general issue, the Worksite Agreement can be modified to include this exclusion or have a provision for worksite liability in the event they choose to allow this function.

Note: In our past-experience, normally companies do not allow “non-employees” to handle money.

1. **Will any interns be working over 3ft above the ground as part of their duties?**
	1. WFI does not restrict adults 18 or older from working over 3 feet above the ground as this is a decision of the worksite. This would be included in the job description. WFI will submit the intern’s individualized job description to the new EOR prior to hiring. The EOR will assign the workers compensation code/classification and provide WFI with the cost/mark-up for that specific code. If the EOR has issue with any part of the job description or WFI with the cost/mark-up, adjustments can be made prior to finalizing the new hire job description and worksite agreement. If working over 3 feet above the ground is a general issue, the Worksite Agreement can be modified to include this exclusion or have a provision for worksite liability in the event they choose to allow this function.

Note: In our past-experience this has been very limited. For example, a school system may employ an intern to help clean and paint the classrooms in the summer. There is a supervisor onsite and worksite safety precautions are taken as with their own employees. Again, this would be for only adults 18 and over.

1. **Will any interns be allowed to provide medical services to patients/residents as part of their duties?**
	1. WFI does not restrict interns from providing medical services to patients/residents as this is a decision of the worksite. This would be included in the job description. WFI will submit the intern’s individualized job description to the new EOR prior to hiring. The EOR will assign the workers compensation code/classification and provide WFI with the cost/mark-up for that specific code. If the EOR has issue with any part of the job description or WFI with the cost/mark-up, adjustments can be made prior finalizing the new hire job description and worksite agreement. If providing medical services to patients/residents is a general issue, the Worksite Agreement can be modified to include this exclusion or have a provision for worksite liability in the event they choose to allow this function.

Note: In our past-experience, interns do not generally provide “medical” services since they are not licensed to do so. Although in a medical facility, most jobs would be clerical, receptionist, stocking/supplying, janitorial, or assisting the patient/resident.