Minutes from the Pre-Bid Meeting – USWIB Participant and Staff Contractual Temporary Services

November 10, 2026
11:00 AM

In Attendance:

Upper Shore Workforce Investment Board / Chesapeake College
Ellen LaFrankie, Executive Director Upper Shore Workforce Investment Board
Heather Kraus, Director of Budget and Procurement
Christy Reid, Procurement and Accounting Specialist
Bill Christopher, Upper Shore Workforce Investment Board Member
Shirley Lake, Youth and Blueprint Coordinator - USWIB

Firms requested Zoom Instructions

Kelly Services	Object Win
Juris Ledger	G2W Consulting
22nd century tech	Intellectual Staffing
Alibta Solutions	Cedar Park Group
Infojini	CMT Services
Dower Personnel	ONJO Financial Services
MinuteMen	LanceSoft
Noor Workforce	CH Accounting
Compuvision	Absolute IT
Kennedy Services	Innovative Concepts
Savera Works	Apple One
Emerging Tech	Gallant Business Solutions

Christy Reid led the meeting

Agenda

- Introductions
- Housekeeping items

1. Inclement Weather Statement located on college procurement page:

Inclement Weather and Other Unanticipated College Closings

In the event that the College is closed as a result of inclement weather or for other unanticipated reasons, proposals will be due and pre proposal

meetings will be held on the next day the College is officially open at the same time and place.
In the event that the College has a delayed opening on the date that a proposal is due or a pre proposal meeting is scheduled, the proposal or meeting date and time will not change.
Information regarding the College's closings or delayed openings may be obtained by calling (410) 822-5400, and will be posted on the main college webpage. We also use Twitter to broadcast emergency alerts. On Twitter, follow Chesapeake Emergency - @ChesCollAlerts

2. All bidding documents located on college procurement page

   https://www.chesapeake.edu/community-resources/procurement/

3. Responsibilities of Bidders to monitor the college procurement page for any addendums/minutes from the pre bid meeting and bidder questions/college responses.

4. Cut off for Questions November 11, 2026 3:00 PM. All questions to creid@chesapeake.edu

5. Posting of Questions and College Responses (responses to questions will be posted 11/13/2026 by 3 pm)

6. Only email bid proposals will be accepted. Proposals due on or before 11/30/2026 at 2:30 pm

7. Review timetable of RFP

Overview of Scope of Work: Ellen LaFrankie, Executive Director Upper Shore Workforce Investment Board

Questions and Answers for FY 2026 Request for Proposals for Participant and Staff Contractual Temporary Services

1. Whether the Bid Form on page 21 is the Price Proposal form referred to in Section V, or whether there is a separate form that was not included in the document I received?
   a. Yes that is the bid form
2. If there is a separate form, could you please send it or post it to the college procurement page?
   a. No separate forms

3. Is the hourly wage markup intended to cover all employer costs (FICA, FUTA, SUTA, workers' compensation, background checks, and administration), or may any of these be billed separately at cost?
    a. The hourly wage markup percentage is intended to cover all costs with the exception of background checks. Background checks may be billed as a separate cost.
4. May offerors propose separate markup percentages for Earn and Learn Participants and for Contractual Staff?
    a. The USWIB requests that offerors provide one consistent markup percentage for Earn and Learn Participants and Contractual Staff.
5. Can you share the anticipated wage ranges, estimated total hours, and approximate annual gross payroll for each group, or actual figures from the prior contract year?
    a. Wages, hours worked, and gross payroll amounts vary by program year and are dependent upon available funding and enrollment.
6. Can you share the name of the current contractor and the current markup percentage, if that information is public?
    a. The incumbent, Abacus has a contract through 12/31/2026. Their rate is 21.99%
7. What are the payment terms for the weekly invoices described in Section 2.2?
    a. Payment terms for the weekly invoices described in Section 2.2 are net 30 days.
8. Would the proposed markup carry over to the optional 2028 and 2029 renewal years, or would it be subject to renegotiation?
    a. The USWIB and successful bidder have the option to negotiate renewal years.
9. Section 3.13 requires prior written consent for subcontracting. Would the College/ USWIB consider a teaming arrangement with an established temporary staffing firm, and should the proposal describe the partner's role?
    a. Please see section 3.13.
10. In such an arrangement, may the partner's experience and client references count toward the three-year experience requirement and the three references in Section VI?
    a. Please see question 9.
11. Section 3.14 requires an on-site supervisor at all times services are performed. Please clarify whether this applies to this contract, and if so, at which locations and during what hours.
    a. On-site supervision may be necessary during large-scale onboarding activities or group orientations, such as those associated with the Summer Youth Program.
12. Which counties and approximately how many worksites will be involved? How often are in-person worksite visits expected, and for what purpose?
    a. Services are provided for Caroline, Dorchester, Kent, Queen Anne’s, and Talbot counties. Please also see question 11.
13. Approximately how many outreach and enrollment meetings are anticipated each year, and where are they held?
    a. Please see question 11.
14. Who provides day-to-day supervision of Participants at host employer worksites, and how is liability for injuries at those sites allocated?

a. Supervision is provided by the contractual staff and designated USWIB staff. Liability for injuries and insurance coverage is governed by the terms and conditions set forth in Section 1.11 of the request for proposals.

15. What types of positions and job duties are anticipated? This is needed for workers' compensation classification.
    a. The designated USWIB staff will provide job descriptions to the contractor.
16. Do the motor vehicle liability insurance (Section 1.11.3.3) and written MOSHA safety program (Section 3.12) requirements apply if contractor staff will not operate vehicles?
    a. Yes, these must be included.
17. Section IV references work permits for 14–16-year-olds, while other sections refer to youth generally. Should offerors plan to obtain Maryland work permits for all Participants under age 18?
    a. Offerors should plan to obtain Maryland work permits for all participants under age 18.
18. Are background checks required for Earn and Learn Participants, or only for Contractual Staff? Is the cost included in the markup?
    a. Annual background checks are mandatory for all adult contractual staff. Background checks are generally not required for minor participants, unless specifically mandated by the individual summer program. Please see question 3 as well.
19. Should offerors assume the contractor is responsible for Maryland Healthy Working Families Act (sick and safe leave) accrual and any ACA obligations for Contractual Staff, and should those costs be reflected in the markup?
    a. The contractor is responsible for these obligations. Please see question 3 regarding the costs.
20. Are paper checks required, or are direct deposit and pay cards acceptable?
    What timesheet submission method, cutoff, and approval process is anticipated for Contractual Staff?
    a. Various forms of payment are permissible, provided they are accessible to all participants.
21. Section V refers to a Price Proposal form on page 29, but the Bid Form appears on page 23. Are there additional pages or forms not included in the posted document?
    a. See question 1
22. We understand that College/USWIB staff will select and refer participants and contractual staff. Do you foresee any circumstances in which the selected agency would need to recruit candidates under this contract? If so, what positions and anticipated volume might that include?
    a. At this time, the USWIB does not anticipate circumstances under which the selected agency would be responsible for recruiting candidates under this contract.
23. Section 3.14 requires an on-site supervisor whenever services are performed. Would daily supervision be provided by College/USWIB staff or the host employer, with the

agency providing employment oversight and periodic visits, or must the agency supply a dedicated on-site supervisor?

a. See question 11.

24. Can you provide the anticipated job duties, worksite locations, participant age ranges, and typical weekly schedules?

a. See question 5.

25. Historical volume: Can you share the current provider's markup and the most recent annual payroll, hours worked, and total contract expenditure? Are the approximately 25 year-round Earn and Learn participants additional to the summer group of up to 50?

a. See question 6.

26. Must one markup apply to all participants and contractual staff? Should background checks, mailed paychecks, onboarding visits, and any required supervision be included in that percentage? How will markup percentages be converted into the 60 available pricing points?

a. See question 3 and 4.

27. Proposal instructions: The RFP references a financial proposal form on page 29, while the supplied PDF contains 23 pages. Please confirm that the Bid Form on PDF page 22 is the correct form and that the submission deadline is 2:30 p.m. local Eastern time on November 30.

a. See question 1

28. Could you please confirm whether this solicitation represents a new requirement or a re-bid, renewal, or replacement of an existing contract?

a. Re-Bid

29. Incumbent Vendor(s): If these services were previously contracted, could you please identify the current or previous incumbent vendor(s)?

a. See question 6.

30. Existing Contract Details: If applicable, could you please provide the effective date, expiration date, and current status of the existing contract?

a. The current contract will end 12/31/2026

31. Historical Contract Expenditure: If this is a re-bid or replacement, could you please provide the total amount spent under the current or previous contract to date?

a. FY25 spend $154,874.65

32. Estimated Budget: If this is a new requirement, could you please share the estimated annual budget or anticipated expenditure for the services being solicited?

a. See question 31, actual spend varies on number of participants

33. Historical or Projected Utilization: If available, could you please provide historical or projected utilization data, including staffing hours, number of assignments, purchase orders, work orders, transactions, or other applicable volume metrics?

a. See questions 31, 32, and 34.

34. Previous Awardee's Proposal: If permitted under applicable public-records and procurement requirements, could you please provide a copy of the incumbent's or previous awardee's proposal or response?

a. Information would need to be requested through a FOIA on the College's website

35. Previous Awardee's Pricing: Could you please provide the incumbent's or previous awardee's pricing proposal, rate sheet, cost proposal, or other available pricing information?
    a. See question 6.
36. Performance and Service Challenges: If this is a re-bid or replacement, has the Board or College identified any service deficiencies, performance challenges, operational gaps, or areas for improvement with the current or previous arrangement?
    a. Please see question 162.
37. Licensing and Authorization Requirements: Could you please identify any licenses, permits, registrations, certifications, accreditations, or other authorizations that a successful proposer must possess to perform the services under this solicitation?
    a. Please refer to the RFP.
38. Local or Geographic Preferences: Could you please confirm whether any local business preference, geographic preference, or other preference applies to proposers maintaining a local office, principal place of business, or other qualifying presence within the jurisdiction?
    a. The contractors will be evaluated according to the request for proposals.
39. Is a Maryland-issued business license is mandatory? If Maryland registration or licensing is required, would we be permitted to complete this process after contract award but before commencing services?
    a. Yes, this is a requirement.
40. The RFP requires a minimum of three years of experience in contractual temporary personnel services. Can a prime contractor satisfy this requirement through the experience of a qualified subcontractor?
    a. Please see question 9.
41. Would the College/USWIB accept a prime contractor responsible for contract management and oversight while an experienced staffing subcontractor performs onboarding, payroll, and employer-of-record services?
    a. Please see question 9.
42. Can the required three client references be provided by a proposed subcontractor, or must they belong to the prime contractor
    a. Please see question 9.
43. Does the College/USWIB permit joint ventures or teaming arrangements for this opportunity?
    a. Please see question 9.
44. Will the College/USWIB identify and select all participants and contractual staff, or will the contractor be expected to recruit additional employees?
    a. The USWIB will identify and select all participants and contractual staff.
45. Can you provide the anticipated hourly wage ranges, average weekly hours, and expected assignment duration for each category of worker?
    a. Please see question 5.
46. Are all participants and contractual staff expected to work in Maryland? If not, which additional states may be involved?

a. All participants and contractual staff will work in Maryland.

47. Does the requirement for an on-site supervisor apply to all participant worksites or only when the contractor performs on-site onboarding or other administrative services?
    a. Please see question 11.
48. Is the hourly wage markup expected to cover all employer payroll taxes, workers' compensation, unemployment insurance, background checks, administrative expenses, and profit?
    a. Please see question 3.
49. What are the payment terms after submission of weekly invoices?
    a. Please see question 7.
50. Is the contractor required to fund employee payroll before receiving reimbursement, or does the College/USWIB offer any payroll funding or advance payment arrangement?
    a. The successful contractor will be required to advance wages for youth and contractual staff. The USWIB will reimburse the contractor for these wages after receiving an accurate invoice.
51. Does the College/USWIB have an estimated annual payroll amount or historical spending information for similar services?
    a. Please see question 5.
52. Will one markup percentage apply to all employee categories, regardless of wage rates and workers' compensation classifications?
    a. Please see questions 3 and 4.
53. Can the College provide additional information regarding the anticipated background check requirements, including whether checks are required for Earn and Learn participants?
    a. Please see question 18.
54. Are there any incumbent contractor details or historical staffing volumes available to assist with pricing?
    a. Please see question 5.
55. Does the College require a specific payroll software platform, reporting format, or electronic timesheet system?
    a. There is no requirement for a specific system.
56. Dower Personnel Services LLC™ currently utilizes a third-party Employer of Record (EOR) for its existing staffing contracts. Under this arrangement, the EOR serves as the legal employer and administers payroll, payroll taxes, workers' compensation insurance, unemployment insurance, and other employment-related responsibilities.
    a. Please see question 9.
57. Will the awarded contractor be permitted to utilize an established third-party EOR for these functions while remaining responsible for staffing coordination, contract administration, and overall contract performance?
    a. Please see question 9.
58. If a third-party EOR is permitted, must the EOR be identified in the proposal and approved before contract award, or may the EOR be identified and approved before contract commencement?

a. Please see question 56.

59. If a third-party EOR is permitted, may the EOR serve as the legal employer for participants ages 14–17, including administering payroll, maintaining employment records, and providing workers' compensation coverage?
    a. Please see question 56.
60. If an EOR arrangement is permitted, may the required workers' compensation insurance be provided through the EOR, or must the awarded contractor independently maintain this coverage?
    a. Please see question 56.
61. What insurance certificates or supporting documentation would be required from the contractor and the EOR?
    a. Please see question 56.
62. Would utilizing a third-party EOR solely for employment administration, payroll processing, and related employer responsibilities be classified as subcontracting under this solicitation?
    a. Please see question 56.
63. If so, what disclosure, approval, or documentation requirements would apply?
    a. Please see question 56.
64. For participants ages 14–17, will the awarded contractor be responsible for obtaining and maintaining all required Maryland minor work permits, or will program staff assist with coordinating the application process, including parental or guardian consent and required worksite information?
    a. The contractor is responsible for work permits for the youth with assistance of designated USWIB staff.
65. Please clarify how responsibility for compliance with applicable Maryland and federal child labor laws will be divided among the awarded contractor, the Employer of Record (if permitted), the Upper Shore Workforce Investment Board or its designated program staff, and participating worksite supervisors.
    a. The USWIB will provide all information about the worksite to the vendor and will work with the vendor to assure compliance with all applicable laws and regulations. The ultimate responsibility is the vendor's as the employer of record for the participant.
66. Who will be responsible for reviewing and approving worksite assignments to ensure that participants ages 14 and 15 are assigned only duties permitted under applicable Maryland and federal child labor laws?
    a. The USWIB is responsible with the advice and consent of the vendor. The USWIB and the vendor will work collaboratively and cooperatively to assure compliance and assure the safety of the participant(s).
67. Will the agency provide detailed job descriptions, anticipated duties, and approved worksite information before participants are assigned, particularly for positions involving minors ages 14 and 15?
    a. Yes, the USWIB will provide the information.

68. Who will be responsible for establishing, monitoring, and enforcing restrictions on the hours and times of day that minor participants may work?
    a. The USWIB is responsible for establishing, monitoring, and enforcing these restrictions with the advice and consent of the vendor.
69. If a worksite supervisor schedules a participant outside legally permitted hours, which party will be responsible for addressing the issue and implementing corrective action?
    a. The USWIB will terminate any worksite that does not adhere to the worksite agreement.
70. Will participating worksites be required to designate an on-site supervisor responsible for monitoring minor participants, ensuring that assigned duties remain age-appropriate, and preventing exposure to prohibited equipment or hazardous working conditions?
    a. The designated USWIB staff and contractual staff monitor and communicate with worksites.
71. If the awarded contractor or its EOR identifies a potential child labor violation involving work schedules, assigned duties, or working conditions, what reporting and corrective-action procedures will be required?
    a. The USWIB is responsible for this situation and will handle the situation according to the applicable laws. The USWIB will terminate any worksite that doesn't adhere to the worksite agreement.
72. Will the contractor have authority to suspend a participant's assignment until the concern is resolved?
    a. The designated USWIB staff has the authority to suspend or reassign a participant.
73. Will the agency provide a written agreement, worksite responsibility checklist, or other documentation identifying the respective child labor compliance responsibilities of the contractor, EOR (if permitted), program staff, and worksite supervisors before participants begin working?
    a. The USWIB will provide this information.
74. Will the agency permit electronic payroll methods, including direct deposit or reloadable payroll debit cards, as alternatives to issuing and mailing paper paychecks, provided the methods comply with applicable Maryland wage payment requirements and any required employee authorization is obtained?
    a. Yes, if the payment method is accessible to all participants.
75. Please confirm whether the awarded contractor is required to serve as the direct legal employer of all youth participants and temporary staff, or whether these responsibilities may be fulfilled through an approved third-party EOR.
    a. Please see question 9.
76. Will program staff assist with collecting participant information and coordinating onboarding appointments, or will the awarded contractor be solely responsible for obtaining all required employment documentation before participants begin working?
    a. The contractor will obtain the documentation with assistance from USWIB designated staff as needed.
77. Which participant and staff positions will require background checks?

a. Please see question 18.

78. Do screening requirements differ for minors and adults, and should associated screening costs be included in the proposed bill rates or invoiced separately?
    a. Please see questions 3 and 18.
79. Will the agency provide anticipated worksite addresses, types of assignments, and estimated participant counts at each location before contract commencement so the contractor and its insurance provider can confirm appropriate workers' compensation classifications and coverage?
    a. The USWIB will provide this information.
80. Can the agency provide estimated participant counts by age group (14–15, 16–17, and 18 or older), along with anticipated weekly hours and program duration? This information would assist prospective contractors in developing accurate pricing and workforce plans.
    a. Please see question 5.
81. Will the agency establish authorized participant work schedules, or will the awarded contractor be responsible for developing schedules in coordination with participating worksites?
    a. The USWIB will be responsible for developing work schedules and communicating with the employers.
82. For minor participants, how will the agency ensure that proposed schedules comply with applicable child labor requirements?
    a. Please see question 68.
83. How much notice will the College/USWIB provide if the number of Earn and Learn participants exceed or falls short of the estimated 50 summer and 25 year-round placements?
    a. The USWIB will provide updates to the offeror before the start of the program.
84. Will participants be working at a single centralized campus location, or spread across multiple worksites across the Upper Shore region?
    a. Worksites are located throughout Caroline, Dorchester, Kent, Queen Anne's, and Talbot Counties.
85. Are any contractual staff positions eligible for remote or hybrid work, and if so, how should out-of-state compliance be handled?
    a. Contractual staff will not be remote/hybrid or out-of-state.
86. Section 3.14 mentions providing an "on-site supervisor at all times services are being performed." Does this mean the contractor must place a full-time staff manager on campus?
    a. Please see question 11.
87. If an on-site supervisor is required, will the College provide office space, internet access, and necessary facilities for them?
    a. This is not typically required; however, if an onboarding session is scheduled, the USWIB will reserve the space necessary to conduct such events.
88. Can you provide a breakdown of the specific job titles, duties, and pay ranges for the 5–10 year-round contractual employees?
    a. Please see question 5.

89. What specific types of work or industries will the summer Earn and Learn youth participants be engaged in?
    a. The work depends on the students' interests, capabilities, and the availability of employers.
90. Is the contractor expected to perform physical or virtual safety inspections of third-party worksites before participants are placed?
    a. Contractors are not expected to perform physical or virtual safety inspections of third-party worksites before participants are placed
91. What is the protocol if a referred participant needs to be terminated or reassigned due to performance issues
    a. The designated USWIB staff assess the situation to determine the need for termination or reassignment.
92. Does the College require a specific software integration for tracking participant placements, or can the contractor use its own system?
    a. The designated USWIB staff tracks the worksite placements of participants.
93. For 14–16 year olds, is the contractor responsible only for processing/verifying work permits, or must the contractor actively coordinate with schools to obtain them?
    a. The contractor is responsible for obtaining work permits for youth under the age of 18.
94. How many outreach enrollment meetings are anticipated during the pre-summer push, and where will they be located?
    a. Please see question 11.
95. Will the College accept completely digital/electronic onboarding workflows (e.g., DocuSign) for participants who cannot attend in-person meetings?
    a. The USWIB may accept completely digital/electronic onboarding if it is accessible and provides a secure method of obtaining the necessary documentation.
96. Are onboarding materials required to be translated into languages other than English (e.g., Spanish)?
    a. Materials may be in English and Spanish.
97. What is the expected maximum turnaround time from when USWIB refers a participant to when they are cleared to work?
    a. Due to the six-week timeframe, rapid turnaround times are imperative.
98. Section 3.4.2 notes that contractual staff must be oriented on child labor laws and safety. Can this orientation be administered via an online module provided by the contractor?
    a. Yes, the orientation may be administered via an online module provided by the contractor.
99. For in-person meetings, will College staff assist in verifying physical Form I-9 documentation, or must a contractor representative perform all physical verifications?
    a. The contractor is responsible for verifying I-9 documentation; however, the USWIB may assist.
100. Does the College require access to the contractor's onboarding portal to view participant compliance status in real time?

a. Access to the contractor's onboarding portal is not required.

101. Given that participants can be as young as 14, how will the contractor handle pay distribution if a minor does not have a bank account for direct deposit?
    a. Please see question 74.

102. What is the protocol for summer paychecks that are returned via mail or remain uncashed by youth participants?
    a. The designated USWIB staff or contractor will work to resolve the issue.

103. What is the exact "predetermined time" each week by which College/USWIB staff will submit timesheets to the contractor?
    a. That will be determined by the USWIB and the contractor.

104. What is the policy regarding overtime hours for contractual staff, and how should the contractor handle unauthorized overtime?
    a. The designated USWIB staff provides schedules to contractual staff and will handle the situation with the contractual staff.

105. Do the 5–10 year-round contractual employees receive any holiday pay, sick leave, or PTO that the contractor needs to track and administer?
    a. Contractual employees do not receive holiday pay, sick leave, or PTO.

106. Are participants and staff paid on a weekly or bi-weekly basis?
    a. Participants and staff are paid on a weekly basis.

107. How does the College handle retroactive pay adjustments or off-cycle check runs caused by late timesheet submissions from worksites?
    a. The designated USWIB staff and the contractor will communicate to make adjustments.

108. How should timesheet deadlines be adjusted for weeks that contain Federal or State holidays?
    a. The designated USWIB staff and the contractor will communicate to make adjustments.

109. Does the College require physical mailing of W-2 forms, or is electronic delivery via an employee portal sufficient?
    a. Physical mailing of W-2 forms or electronic delivery via an employee portal are both sufficient.

110. Are these programs funded by specific WIOA grants that require specialized invoicing breakdowns or itemized cost reporting?
    a. At a minimum, submitted invoices must identify each participant by name and include the hourly rate, gross wages paid, and wages with the applicable markup.

111. How much notice will the contractor receive if the College decides to adjust hourly wage rates for existing contractual staff?
    a. The USWIB will notify the contractor as soon as the change is made.

112. Section 1.3 states the contract runs until the final payroll on or around December 31, 2027. Will there be an extension period into January 2028 to process the final December hours?
    a. All hours will be complete and submitted before December 31st.

113. What specific types of criminal background checks are required (e.g., Maryland state-only, nationwide repository, or FBI fingerprinting)?
    a. The screening should identify any convictions or findings that would disqualify an individual from working with youth and must comply with all applicable federal, state, and local requirements.
114. Are background checks mandatory for minor participants (ages 14–17), or do they apply only to adult contractual staff?
    a. Please see question 18.
115. Does the College have a formal matrix outlining which types of past criminal convictions automatically disqualify an individual from employment?
    a. The screening should identify any convictions or findings that would disqualify an individual from working with youth and must comply with all applicable federal, state, and local requirements.
116. Should the direct pass-through costs of background checks be built into the hourly markup percentage, or invoiced separately as a flat fee?
    a. Please see question 3.
117. Does the RFP require pre-employment or random drug screenings for any participant or contractual staff roles?
    a. Pre-employment or random drug screenings are not required at this time.
118. For roles requiring driving, are Motor Vehicle Record (MVR) checks required, and what are the disqualifying criteria?
    a. Please see the Request for Proposal as posted.
119. Is the contractor responsible for conducting professional reference checks on referred candidates, or is that completed by USWIB?
    a. The USWIB is responsible for conducting professional reference checks with the advice and consent of the vendor.
120. Is the contractor required to use E-Verify for all program participants, or is standard Form I-9 verification sufficient?
    a. The contractor may use E-Verify or standard Form I-9 verification.
121. How frequently does the College intend to audit the contractor's compliance, employee onboarding, and background check files?
    a. The USWIB is responsible for auditing the contractor's compliance, employee onboarding, and background check files on an annual basis.
122. Who holds the primary responsibility for conducting disciplinary investigations if a participant is accused of workplace misconduct?
    a. The USWIB is responsible for conducting disciplinary investigations if a participant is accused of workplace misconduct with the advice and consent of the vendor.
123. Will the contractor's workers' compensation policy cover injuries taking place at third-party private businesses under the Earn and Learn program?
    a. Please see the section on Workers' Compensation in the proposal.
124. What is the mandatory timeframe for the contractor to notify the College of an on-the-job injury or safety incident?

a. The designated USWIB staff will notify the contractor immediately upon knowledge of an on-the-job injury or safety incident.

125. Is an Umbrella or Excess Liability policy required in addition to the 1,000,000/$2,000,000 Commercial General Liability limits?
    a. Please see the Request for Proposal as posted.
126. Given that the contractor will handle sensitive PII (SSNs, dates of birth) for minors, does the College require a standalone Cyber/Data Breach insurance policy?
    a. Please see the Request for Proposal as posted.
127. Who absorbs the long-term financial liability for unemployment claims filed by contractual staff after their assignment ends?
    a. Please see the Request for Proposals as posted.
128. If a participant is injured due to the negligence of a private sector employer, does the College's agreement with that employer indemnify the contractor?
    a. Please see the Request for Proposals as posted.
129. If the College exercises the option for Year 2 (2028) or Year 3 (2029), will the contractor be permitted to adjust the hourly markup percentage to account for inflation or changing statutory costs?
    a. Please see question 8.
130. What are the standard payment terms for weekly invoices (e.g., Net 14, Net 30) once received by the College?
    a. The college's payment policy is net 30
131. Does the College prefer separate weekly invoices for the Earn and Learn youth cohort and the year-round staff cohort?
    a. The USWIB prefers combined invoices for contractual staff and Earn and Learn participants.
132. Is there a defined timeframe within which the College must dispute an item on a weekly invoice before payment is processed?
    a. There is no defined timeframe within which the USWIB must dispute an item on a weekly invoice before payment is processed.
133. Section 1.5.3 notes termination reasons, and Section F notes public funds availability. If grant funding is abruptly cut, what notice period will the contractor receive?
    a. The contractor will receive notice as it is available.
134. Will the proposals be reviewed strictly by a procurement committee, or will USWIB programmatic staff also participate in scoring?
    a. The committee contains both College and USWIB staff
135. In the event that two contractors receive identical total scores across the 100-point matrix, how will the final selection be determined?
    a. The contractors will be evaluated according to the request for proposals.
136. Will the College provide an immediate email receipt confirmation to confirm proposals were successfully delivered before the 2:30 PM deadline?
    a. No, emails containing proposals will not be opened until after the 2:30 pm deadline. The email containing the timestamp received will be saved with the proposal documenting the time it was received.

137. Are there any local or minority-owned business enterprise goals or preferences tied to this specific contract evaluation?
    a. Proposals will be evaluated according to the criteria in the request for proposal.
138. Section 1.1 asks offerors to acknowledge addenda on the proposal form, but no space is provided. How should addenda be acknowledged?
    a. This can be acknowledged in opening proposal statement
139. Should certificates of insurance be submitted with the proposal (Section VIII) or at contract implementation (Section 1.11.3.5)?
    a. Yes, certificates should be sent with proposal
140. Would the College consider a proposal from an emerging staffing and workforce-services firm serving as the prime contractor, where the firm partners with an established payroll administration or employer-of-record provider possessing the required temporary staffing experience and operational infrastructure?
    a. Please see question 9.
141. If such an arrangement is permissible, would the qualifications and experience of the proposed partner be considered in satisfying the minimum experience requirement?
    a. Please see question 9.
142. Section 3.14 requires an on-site supervisor at all times. That looks like leftover custodial language. Can you confirm whether it applies?
    a. Please see question 11.
143. Who is the incumbent, and what's the current markup?
    a. See question 29
144. What are the payment terms?
    a. Net 30
145. Do background checks apply to the youth too, and are they included in the markup?
    a. Please see questions 3, 4 and 18.
146. Price form. The cover letter and Section V refer to a price proposal form on page 29. Please confirm that the bid form on page 21 is the form to submit.
    a. Yes
147. Payroll volume. To support accurate pricing, can the College/USWIB share the approximate total hours or total wages paid under the current contract for each group (Summer Earn and Learn, year-round Earn and Learn, and contractual staff), and the typical hourly wage rates?
    a. Please see question 5.
148. Markup scope. Is the hourly wage markup applied to gross wages only? Are criminal background checks and youth work permits to be included in the markup, or billed separately at cost?
    a. Please see questions 3 and 4.
149. On-site supervisor. For participants placed at host employer worksites, does the host employer's supervisor meet the on-site supervisor requirement, or must the contractor provide its own supervisor at each worksite?
    a. Please see question 11.

150. Payroll processing. May the contractor use a payroll processing provider for check issuance, tax filing, and W-2s, with the contractor remaining employer of record and the provider disclosed for College approval?
    a. Please see question 9.
151. References. Section VI asks for three references under temporary services contracts of at least one year. Will the College accept references for employer-of-record, payroll, or staffing services performed under contracts or agreements with private clients?
    a. Please see question 9.
152. Auto liability. If contractor staff do not transport participants, is the motor vehicle liability coverage still required?
    a. The motor vehicle liability coverage is required per the Request for Proposals.
153. Financial stability. For a small business, are federal tax returns or a bank letter acceptable evidence of financial stability in place of audited financial statements?
    a. Please see the Request for Proposals.
154. Deadline. Please confirm the proposal deadline of 2:30 p.m. Eastern Time on November 30, 2026.
    a. Yes that is the deadline
155. What are the roles that they will be doing in this capacity when you get the youth to come in and be payrolled?
    a. So the youth have, we take their interests in mind, we do it in an interview with them. They work at local businesses such as maybe the movie theater, they may work at a library, they may work helping staff, during the summer at certain, schools with some custodial-type things. So there's really a variety of roles that they may go into and it does depend on, one, their interests, and two, their abilities and things that they would be able to do
156. So they would actually be supervised from where they are placed?
    a. Our contractual staff that we hire for the summer are, like, case managers. They go out into the work sites and observe the students and talk with the employer, work on things as they come. We call them teachable moments, so if there's some, you know, if a student is a little nervous or afraid to ask a question, they can walk them through that and help them with that. And depending on the needs of the students, they might be there once a week, they might be there… several times a week, and some even may require every day.
157. It would be the responsibility of that student, their guardian, to get the work permit, and when say the payroll company onboards that talent, that youth, they are to have that part of their onboarding is to actually have their work permit already so that we can process it and put it on file. Is that correct?
    a. The contractor would be responsible for, working with them or assisting them with that process.
158. And you want an all-inclusive rate, right? Markup that's inclusive of background checks, etc.
    a. See question 3.
159. Is the background checks, um, just for the contractual staff, or is it for the minors as well?

a. It's for the contractual staff. There may be a few instances of, or instances of the earn and learn, the youth needing it, but that's not something that happens very often.

160. You would provide the pay rates?
    a. Yes
161. What are your average pay rates for these roles for the youth?
    a. For the youth themselves, it's minimum wage
162. If you had, you know, from how you have conducted it in the past, what are one of the major things that now going out to this RFP are you looking to solve for?
    a. We are very open to the process and seeing what would work and make sure that things are streamlined. The biggest thing is we just want to make sure that it's accurate, that it's efficient, that it's we want to make sure that these students are receiving the pay that they've earned, and that it's done in a timely manner. You know, and a company that is also responsive. If there are, there is something that we happen to find, um, so those are all things that we really need.
163. The employer of record would be over the contract staff, not the students? Are the students being payrolled by these individual worksites, or you guys?
    a. USWIB, what we do is we pay the wages for all, for the students, for the contractual workers. That is part of the funding that we receive. So they would earn these wages. Then the contractor pays that and invoices us for those wages for the Earn and Learn participants and the contractual staff.
164. So it would be both under the employer of record.
    a. Yes
165. It's minimum wage for the students. Are you able to give a rough estimate of what the contractors receive?
    a. Between $19 and $25 per hour
166. In the RFP, you had listed that you need on-site support. I wanted to understand a little bit more about what you're looking for from on-site support. I'm hearing paper timesheets, which I'm not sure about other folks, but a lot of streamlining processes can be done with online timesheets and online approval, so I'm just curious what you're looking for out of an on-site supervisor.
    a. Some instances may be at the start of the contract, we may need to have the contractor come in and do an onboarding. If it's someone new that might not be already in the system. And also before the summer program would be another time that that might be something that we would call in to have someone come in and explain the process to contractual staff, and possibly to also to students, how this works, help with onboarding, especially if we have a lot of new individuals. So that's mainly where we would have something like that, where it's on site. And most likely that would be done at the college.
167. How often is the payroll? Is everyone on the same payroll cycle, weekly, bi-weekly?
    a. Weekly and everyone would be on the same payroll
168. What is the typical approval process that you have in place now with the timesheets, since it's paper-driven?

a. So we have a point of contact and the timesheets are collected by the point of contact, reviewed by that person and/or anyone, other staff members and then sent to the contractor and then they are entered into the system, their system, and then they process it for payment.

169. How are the 60 pricing points calculated?
    a. The 60 pricing points, are you referring to the criteria? With our grants, we are upheld to consider whether something is allowable, allocable, and reasonable. With that, we have to make sure that the hourly wage markup falls under reasonable category. So that is what really those points are awarded to. Is it a reasonable amount for the services.
170. Our company pays biweekly, so would we be disqualified from participating in this bid?
    a. I would still encourage you to send in your proposal
171. In the RFP on the supervision part, just to make sure I understand this correctly, because there were some Notes in there about the employer of record being responsible for supervision. Am I correct in assuming that the case managers, the employees, are all supervised by other people? You're not asking the employer of record to do any supervision or direction.
    a. No. We have staff that supervise the Earn and Learn participants, the students, as I say. And then we have our staff, the USWIB staff, then supervises our case managers. So, that is something, if we have an onboarding or enrollment session, that we would need someone in a supervisory position there from the contractor. That's what that is referring to.
172. Are you looking for the smallest mark up rate?
    a. it would be a combination of looking at the proposal, and seeing what they offer, and their references, a portion of it, a weighty portion of it is that markup price.
173. what is the estimated budget for this rfp?
    a. We don't usually disclose the budget, we just ask that you submit the most competitive bid that you possibly can.
174. What funding level is planned for 2027, and does it differ from recent years?
    a. So, the funding levels change, and I do want to make that clear. It does change, and we do our best with those, and it depends on enrollment, funding, and those kinds of things. We could have a year in which there are 25 students and 10 contractual staff employees. We've had as high as 50 students, so it really does change from year to year, so sometimes it can be a little bit difficult to really pin that down, because, we negotiate that with several different funds that we do put together to create this, especially the summer program. So that is a bit of a challenge to really give those numbers in full.
175. What are the anticipated number of awards?
    a. One
176. Regarding paper timesheets, will those be scanned in weekly after manager review?
    a. If that's the system that is determined, then we will do that after the review, yes.
177. At submission is a current certificate of insurance showing our existing coverage acceptable with the college and USWIB named additionally after award.

a. Yes, that's fine, as long as you can show that you have the insurance, we can get the final document once the award is made.

178. Would our general business license with Maryland Good Standing Certificate satisfy the business license requirement?
    a. Yes
179. How many employees are there total?
    a. These are not full-time employees. These are, contractual. That does vary depending on funding and enrollment
180. What is the estimated budget for this rfp?
    a. See question 173.
181. Do we need an active MD SOS to bid on this?
    a. If you are asking regarding the business license, yes you would need an active MD business license to bid.
182. Since we will be providing payroll to a younger demographic, are participants expected to have their own debit cards, or are we required to provide an alternative payment method for individuals who do not have one?
    a. Please see question 74.
183. Evaluation criterion 5 scores the ability to make in-person worksite visits. How often does the College expect visits, and to which locations (the Wye Mills office, host employer worksites, or both)?
    a. Please see question 11.
184. How many host worksites do you expect, and in which counties are they located?
    a. Please see question 11
185. Are the participant counts in the RFP (up to 50 summer youth, about 25 year-round participants, and 5 to 10 contractual staff) maximums? What weekly hours and hourly wage rates should we expect for each group?
    a. Please see question 5.
186. Please confirm that the hourly wage markup is a single percentage applied to gross wages, and that it is the only fee. We understand it covers payroll taxes, workers' compensation, unemployment compensation, and administrative costs. Please correct us if the College reads it differently.
    a. Please see question 3.
187. How many outreach meetings will require onboarding on site? When and where will they take place, and is in-person attendance required?
    a. Please see question 11.
188. The RFP refers to work permits for ages 14 to 16. Maryland issues minor work permits for ages 14 to 17. Should our scope include permits for 17-year-old participants?
    a. Yes
189. Summer paychecks are to be mailed. May participants elect direct deposit? What pay frequency does the College expect?
    a. Weekly. Please see question 74.
190. What are the payment terms for weekly invoices (for example, net 30)? Who approves them at USWIB?

a. Net 30

191. Do background checks apply to youth participants? If so, what level of check is required, and is the cost included in the markup?
    a. Please see question 18.
192. What insurance limits does the College require? Should the College and USWIB be named as additional insured? Is proof of Maryland workers' compensation coverage required with the proposal or at award?
    a. Please see section 1.11.3 in the Request for Proposal document.
193. The RFP refers to the price form on page 21 and on page 29. Which is the official Bid Form? The form has no space to acknowledge addenda. May we list each addendum by date in the cover email and on the title page?
    a. The bid form is on page 22 of the RFP document
194. Section numbers are missing between 2.3 and 3.4.2, and item 1.4 appears to be deleted. Is any requirement missing from the RFP?
    a. No, this was a numbering error
195. Section 3.14 refers to an on-site supervisor, and one passage refers to custodial services. We understand that host employers and USWIB staff supervise participants day to day and that the custodial reference does not apply. Please confirm.
    a. Yes.
196. The Bid/Proposal Affidavit states that it must be witnessed. Is a notary acknowledgement required, or is a witness signature sufficient?
    a. Witness signature is sufficient
197. May we submit one combined PDF by email? Is there a file size limit? Do the title page, table of contents, and Bid Form count toward the five-page limit for the approach section?
    a. One combined document is fine, No the title page, table of contents and bid form do not count towards the five page limit or the approach section
198. The term is January 1 to December 31, 2027, with possible extensions for 2028 and 2029. If a statutory rate changes during the term (for example, the unemployment wage base), will the College consider an adjustment to the markup for the extension years?
    a. Please see question 8.
199. Payroll Funding and Reimbursement: Will the successful contractor be required to advance wages for all youth participants and contractual staff before receiving payment from the College, or will funds be made available before each weekly payroll cycle? If reimbursement-based, what is the anticipated payment turnaround?
    a. Please see question 50.
200. Employer-of-Record Responsibilities: Will the successful contractor be designated as the legal employer of record for both youth participants and contractual staff, including responsibility for payroll taxes, unemployment insurance, workers' compensation, and associated employment obligations?
    a. Yes.
201. Pricing Evaluation: With pricing representing 60 points of the evaluation, will proposals be evaluated primarily on the contractor's administrative markup, the total projected cost inclusive of wages and statutory employment expenses, or a combination of these factors?

a. Proposals will be evaluated according to the criteria in the request for proposal.

202. Must the contractor advance wages, payroll taxes, and insurance costs before USWIB pays invoices
    a. Wages are paid to the youth and contractual staff. The contractor then invoices the USWIB with the markup.
203. What are the invoice payment terms after weekly invoices are submitted
    a. Net 30.
204. Must one markup percentage cover all workers
    a. Yes.
205. Must it include payroll taxes, workers' compensation, unemployment, background checks, payroll processing, work permits, onboarding, check mailing, site vists, and administration
    a. Please see questions 3, 4, and 18.
206. Is the markup scored strictly by lowest percentage, or also for completeness and reasonableness
    a. Proposals will be evaluated according to the criteria in the request for proposal.
207. May vendor use its payroll provider to process payroll while vendor remains the contractor and responsible employer of record
    a. Please see question 41.
208. If so, does USWIB/Chesapeake College require disclosure or prior written approval
    a. Please see question 41.
209. Will USWIB provide job duties, schedules, worksites, supervisor details, and parent/guardian information needed for Maryland work-permit processing?
    a. The USWIB will provide this information.
210. Are paper checks required for youth, or is direct deposit permitted?
    a. Please see question 74.
211. Must automobile liability coverage be in place at proposal submission, or only at contract award?
    a. It must be in place at proposal submission.
212. Is a certificate showing current general liability and workers' compensation sufficient at proposal submission if the College/USWIB is added as additional insured after award?
    a. Please see the Request for Proposals.
213. What level of criminal background check is required?
    a. The screening should identify any convictions or findings that would disqualify an individual from working with youth and must comply with all applicable federal, state, and local requirements.
214. How often and where are in-person worksite visits expected?
    a. Please see question 11.
215. Does "on-site supervisor" mean a contractor supervisor must be physically present at every worksite for every shift?
    a. Please see question 11.
216. What wage ranges, expected weekly hours, locations, and pay schedules are anticipated for summer youth, year-round participants, and contractual staff?
    a. Please see question 5.

217. Are there any amendments or required acknowledgments?
    a. Please see the Request for Proposals.
218. Is one combined PDF acceptable by email?
    a. yes
219. Are the supporting documents-insurance certificate, financial stability information, safety program, and standard service agreement-required at submission?
    a. Yes.
220. What funding level is planned for 2027, and does it differ from recent years?
    a. Please see question 5.
221. In the most recent full contract year, how many participants and paid hours did the program have?
    a. Please see question 5.
222. For the 5 to 10 contractual staff, what positions, hourly wages and weekly hours should we expect?
    a. Please see question 5.
223. Please describe what the College expects from the contractor in person: enrollment sessions, worksite visits, or both. How many per year, and in which counties?
    a. Please see question 11 and 12.
224. Who supervises participants at the worksite, and does clause 3.14 require the contractor to provide a supervisor?
    a. Please see question 14 and 11.
225. How will the 60 points for the markup be calculated?
    a. Proposals will be evaluated according to the criteria in the request for proposal.
226. Which costs must the markup cover: background checks, work permits, paycheck mailing and any leave required by Maryland law?
    a. Please see question 3.
227. Which work permit and youth employment steps does the College expect the contractor to manage, and who coordinates with parents and host worksites?
    a. Please see question 17.
228. What are the payment terms for the weekly invoices?
    a. Net 30
229. At submission, is a current certificate of insurance showing our existing coverage acceptable, with the College and USWIB named as additional insured after award?
    a. Please refer to the Request for Proposals.
230. Which business license does item 4.0 of Section VIII require at submission, and would our general business license with the Maryland good standing certificate satisfy it?
    a. Please see question 178
231. Do criminal background checks apply to participants or only to contractual staff, and who pays for checks that a host worksite requires?
    a. Please see question 3 and 18.
232. Are in-person worksite visits a required part of the contract, or only an evaluated capability, and how often does the College expect them?
    a. Please see question 11.
233. If visits are required, should the cost of travel be included in the markup, or can it be billed separately?
    a. Please see question 3.

234. What is the estimated budget for this RFP?
    a. See question 173.
235. What are the anticipated hourly wage ranges and average weekly hours for Earn and Learn Participants and for Contractual Staff?
    a. Please see question 5.
236. Can the College/USWIB share the total payroll and total hours billed under the current or most recent contract?
    a.
237. Are the approximately 25 year-round Earn and Learn Participants in addition to the up to 50 summer participants, or do the two groups overlap?
    a. There may be some overlap.
238. Where are the anticipated worksites located, and how often does the College/USWIB expect the contractor to make in-person worksite visits?
    a. Please see question 11.
239. Section 3.14 states that the contractor "shall provide on-site supervisor at all times services are being performed." Since participants and staff work under College/USWIB and worksite supervision, does this requirement apply to this Employer of Record contract? If so, please describe the expected role.
    a. Please see question 11.
240. Are criminal background checks required for Earn and Learn Participants, or only for Contractual Staff (Section 3.4.3)?
    a. Please see question 18.
241. Will Contractual Staff be eligible for any employer-provided benefits (e.g., health insurance, paid leave), and should those costs be included in the markup?
    a. Contractual staff will not be eligible for benefits. Please also see question 3.
242. What is the expected payment turnaround for weekly invoices?
    a. Chesapeake College's payment policy is Net30
243. Section V refers to the "Contractor's Price Proposal form (Page 29)," but the Bid Form appears on page 21. Please confirm that the page 21 Bid Form is the required price form.
    a. Yes
244. Section 1.1 requires contractors to acknowledge receipt of addenda "in the space provided on the proposal form," but the Bid Form has no such space. How should contractors acknowledge addenda?
    a. Please see question 193.
245. Would you be able to provide the approximate number of paid hours or total wages processed during the most recent contract year? Even a rough estimate for the summer and year-round programs would help us with pricing.
    a. Please see question 5.
246. The RFP requires weekly invoicing. What is the typical payment turnaround after an invoice is submitted and approved?
    a. Please see question 242.
247. Are the 25 year-round Earn and Learn participants separate from the up to 50 summer participants? Also, are the 5–10 contractual staff the same employees who support the summer program, or are they additional workers?
    a. There is some overlap between programs.

248. Would USWIB consider weekly payroll using direct deposit instead of mailed checks? Would an electronic timesheet and approval system also be acceptable?
    a. Please see question 20.
249. Thank you for clarifying during the meeting that USWIB staff provide day-to-day supervision. Can you confirm that the contractor's on-site responsibilities would primarily involve onboarding, enrollment sessions, and occasional visits as needed, rather than maintaining a full-time on-site supervisor?
    a. Yes, I can confirm that USWIB staff provide day-to-day supervision and that the contractor's on-site responsibilities would primarily involve onboarding, enrollment sessions, and occasional visits as needed, rather than maintaining a full-time on-site supervisor?
250. Approximately how many worksites participate in the program, and which counties are they located in? How frequently would the contractor be expected to visit?
    a. Please see question 11 and 249.
251. Can you confirm that employer payroll taxes, workers' compensation, unemployment insurance, payroll processing, and administrative costs should all be included in the percentage markup, while background checks may be charged separately?
    a. Please see question 3.
252. Since hourly wage markup represents 60 points, can you clarify how those points will be calculated? Will the lowest qualified markup receive the maximum points, or will pricing be evaluated based on overall reasonableness?
    a. Please see question 201.
253. Can you confirm the contractor's responsibilities for obtaining work permits for participants under 18? Would USWIB assist in coordinating the required documents with participants and their parents or guardians
    a. Please see question 17 and 64.
254. Would a letter from our financial institution partner describing our line of credit with them meet this requirement?
    a. See section VIII-2.0 of RFP on page 11.
255. Who is the current incumbent contractor, and what is the current markup percentage?
    a. See question 6.
256. What was the total annual contract value and payroll volume during the most recent contract year?
    a. Please see question 5.
257. Can you provide historical participant counts and contractual staff counts for the last three years?
    a. Please see question 5.
258. What are the expected worksite visit requirements and frequency?
    a. Please see question 11, 12, and 249.
259. Are background check costs, workers' compensation costs, and unemployment costs expected to be included within the markup percentage?
    a. Please see question 3 and 18.
260. Would the College/USWIB approve a subcontracted payroll provider such as Intuit?
    a. Please see question 9.

261. How much on-site presence is expected annually?
    a. Please see question 11, 12, 249.
262. Historically, how many participants require work permits annually?
    a. Please see question 5.
263. Does USWIB currently assist with permit collection or is that entirely contractor responsibility?
    a. Please see question 17 and 64.
264. What are the typical hourly pay rates for: Summer Earn & Learn participants? Year-round participants? Contractual staff?
    a. Please see question 165.
265. Do the Upper Shore Workforce Investment Board and Chesapeake College have a preference for contractors that maintain a physical office or operational presence within the Upper Shore region, or will contractors located outside of the service area be evaluated equally provided they can meet all requirements related to in-person worksite visits, participant support, and contract administration?
    a. The contractors will be evaluated according to the request for proposals.
266. Since we will be providing payroll to a younger demographic, are participants expected to have the ability for direct deposit, or are we required to provide an alternative payment method for individuals who do not have one?
    a. Please see question 20.
267. What is the budget of this opportunity?
    a. See question 173.
268. Who are the previous incumbents?
    a. See question 6.
269. What is the historical spend in previous years?
    a. See question 31.
270. Can staffing companies who do payroll services can bid on this opportunity?
    a. Yes
271. How often do you expect us to visit worksites in person: weekly, monthly, or only when needed?
    a. Please see question 11, 12, 249.
272. How many worksites are there, and where are they (which counties)? Are they all on the Upper Shore?
    a. Please see question 11, 12, 249.
273. What happens on a visit: checking timesheets, safety checks, meeting supervisors, or something else?
    a. Please see question 11, 12, 249.
274. Can some visits be done by phone or video, or must they all be in person?
    a. Please see question 11, 12, 249.
275. How will you score this item? For example, does a local office or a set visit schedule score higher?
    a. The contractors will be evaluated according to the request for proposals.

276. Section 3.14 says the contractor must have an "on-site supervisor at all times." Does that really apply here, given that USWIB and employer staff supervise the workers day to day?
    a. Please see question 11, 12, 249.
277. How many outreach or enrollment meetings do you expect in a year, and where are they held?
    a. Please see question 11, 12, 249.
278. Must we attend in person, or can we help remotely, with paper packets plus online onboarding?
    a. Please see question 11, 12, 249.
279. Can participants complete onboarding forms online (e-signature), or must they use paper packets?
    a. Onboarding documents can be completed online or on paper as long as the method(s) are accessible for all participants.
280. What is the typical hourly pay range for the youth participants and for the contractual staff?
    a. Youth- Minimum Wage, Contractual Staff- approx. $19-$25
281. Roughly how many hours a week does each person work?
    a. This differs between the summer program and other programs.
282. Must paychecks be mailed as paper checks, or can we offer direct deposit or pay cards?
    a. Please see question 20.
283. Is the markup the only charge? Should background checks, work permits and onboarding costs be built into the markup?
    a. Please see question 3.
284. Are background checks needed for the youth participants too, or only for the contractual staff? Is drug testing required?
    a. Please see question 3. At this time drug testing is not required.
285. Maryland sick leave, overtime and holidays: are these billed at cost plus markup?
    a. Please see question 3.
286. Section VIII asks for proof of insurance with the proposal, but 1.11.3.5 says a COI is due at contract start. Is a current COI with our existing limits OK at bid time, with the College named as additional insured after award?
    a. Yes, that is fine
287. Is Motor Vehicle Liability insurance required if our staff only drive their own cars to visits?
    a. No.
288. Which business license do you need: our home-state license, or Maryland registration (SDAT, Good Standing)? Is Maryland registration needed at bid time, or only after award?
    a. Maryland Registration- must be obtained prior to submitting proposal
289. Must the written safety program (3.12) be submitted with the proposal, or after award?
    a. Submitted with proposal
290. Section V refers to a Price Proposal form on "Page 29," but the Bid Form is on page 21. Is the page 21 Bid Form the right one?
    a. Yes pg 21 is correct

291. The affidavit must be “witnessed.” Does it need a notary, or is a witness signature enough?
    a. Witness signature
292. The RFP says to acknowledge addenda “on the proposal form,” but there’s no space for it. How should we acknowledge addenda?
    a. See question 138.
293. The due time says 2:30 PM “EDT,” but Nov 30 falls in standard time. Please confirm the deadline is 2:30 PM Eastern.
    a. Yes 2:30 PM Eastern Time
294. The references must be from contracts in effect for at least one year. Do references count if we performed the work as a subcontractor to another firm?
    a. Please see question 9.
295. Section VIII asks for “a copy of the contractor’s standard service agreement.” Is that a sample contract, or our terms and conditions?
    a. Yes
296. Who is the current contractor, and what markup are you paying now?
    a. See question 173.
297. How many people were actually placed in 2026 under this program?
    a. Please see question 5.
298. What hourly pay rates will apply to Earn and Learn Participants and to Contractual Staff? Will USWIB set these rates, or should the contractor propose them?
    a. The designated USWIB staff will set these rates.
299. Will all participants, including 14–17 year olds in subsidized or private-sector placements, be paid at least the Maryland state minimum wage? Is any youth or training wage rate expected to apply?
    a. Youth receive the Maryland minimum wage. Contractual Staff wages are set by the designated USWIB staff.
300. The RFP states that participants will be at least 14 years of age. Please confirm that 14 is the minimum age for all placements, including summer Earn and Learn, and whether any placements will be limited to participants aged 16 or 18 and older.
    a. Please see the Request for Proposals.
301. The RFP allows subcontracting subject to prior written approval. Would the College/USWIB permit the awarded contractor to engage a qualified Maryland-based subcontractor or local representative to perform required in-person worksite visits and onboarding assistance, while the prime contractor retains full contractual responsibility? Would such an arrangement satisfy the 10-point evaluation criterion for in-person worksite visits?
    a. Please see question 9.
302. Section 3.14 states that the contractor must provide an on-site supervisor whenever services are performed. Does this require continuous contractor-provided supervision at each participant worksite, or does it apply only when the contractor is providing on-site onboarding or other administrative services? Will the College/USWIB or host employer provide day-to-day supervision of placed personnel?
    a. Please see question 11, 12, 249.
303. The Bid Form refers to furnishing all labor, materials, equipment, and services necessary to perform the contract. Could you confirm whether this is standard contractual language

or whether the awarded contractor is expected to supply specific goods, equipment, PPE, computers, software, or other physical materials? If required, please identify the applicable items and whether their costs must be included in the hourly wage markup.
    a. Standard Contractual Language

304. The RFP requires the contractor to obtain work permits for participants aged 14–16. Since Maryland generally requires work permits for all employed minors under 18, please confirm whether the contractor is responsible for coordinating permits for all participants aged 14–17. Will the USWIB or host employer provide the necessary job, location, duties, and parent/guardian information?
    a. Please see question 17 and 64.
305. Is this solicitation intended to result in a single-award or multiple-award contract?
    a. Single Award
306. How many vendors does USWIB/college anticipate awarding under this solicitation?
    a. 1
307. Is this a new contract, or are there existing incumbent vendors currently providing these services? If incumbents exist, could you please share their names and, if available, their current contract pricing information?
    a. See question 6.
308. What is the anticipated budget or estimated total contract value?
    a. See question 173.
309. Will vendors with prior experience providing services to USWIB/college receive any preference during the evaluation process?
    a. Award will be made based on scoring system listed under the 'Criteria for Evaluation of Proposals and Award of Contract' section of RFP on page 7 of the RFP
310. Will any local or geographic preference be applied during the evaluation?
    a. Award will be made based on scoring system listed under the 'Criteria for Evaluation of Proposals and Award of Contract' section of RFP on page 7 of the RFP
311. Could you please provide anticipated job roles for this contract, detailed job descriptions for all positions, including the minimum qualifications, and required years of experience?
    a. The designated USWIB staff will provide this information to the contractor.
312. How many FTEs are anticipated for each position or labor category?
    a. 0
313. Are the resources expected to work onsite, remotely, or under a hybrid arrangement?
    a. Contractual staff will work onsite.
314. What is the anticipated duration of assignments?
    a. The summer program is a six week program.
315. Are vendors required to submit Markup %age in Cost form, and will award be made to the lowest bidder?
    a. Award will be made based on scoring system listed under the 'Criteria for Evaluation of Proposals and Award of Contract' section of RFP on page 7 of the RFP
316. Are bidders required to submit a sample Certificate of Insurance (COI) with their proposal, or will the COI be required only upon award?
    a. COI is to be submitted with proposal

317. Are Commercial References acceptable?
    a. Yes
318. Do vendors need to be available onsite and what will be the %age of availability required?
    a. Please see question 11, 12, and 249.
319. Would you consider extending the proposal submission deadline by one week to allow bidders additional time to prepare responsive proposals?
    a. No. Proposals are due November 30, 2026 by 2:30 PM