

## Invitation to Bid: Temporary Staffing for Subsidized Employment

### 1. Scope Statement

Perry Job and Family Services (JFS) invites qualified and experienced temporary staffing agencies to submit proposals to serve as the Employer of Record for our Summer Subsidized Employment Program. This program is designed to provide youth with valuable work experience while supporting local businesses.

### 2. Program Overview

Perry JFS is committed to fostering youth employment opportunities during the summer months. The selected agency will play a crucial role in managing payroll, tax filings, and compliance with employment laws and regulations. The agency will also ensure a seamless experience for both the participants and the host employers. Participants will consist of income-eligible students aged 14 and above, who reside in Perry County.

### 3. Scope of Work

The selected agency will be responsible for:

- Acting as the Employer of Record for all program participants.
- Handling all payroll processing, including taxes and withholdings.
- Ensuring compliance with federal, state, and local employment laws.
- Providing workers' compensation coverage.
- Offering support and assistance to program participants and host employers.
- Provide a detailed monthly staffing report which will include at a minimum: name of employee, position worked, start and end dates, billing rate, classification, total regular hours worked, total overtime hours worked, and total amount invoiced.

### 4. Proposal Requirements

Interested agencies should submit a detailed proposal that includes:

1. Agency Background: Brief history and overview of your agency.
2. Relevant Experience: Description of previous experience in managing similar programs.
3. Proposed Services: Outline of how your agency will fulfill the scope of work.
4. Cost Proposal: Detailed pricing structure for services.

### 5. Provider Selection

Proposals will be selected based on the following criteria:

- Demonstrated experience and expertise in similar programs.
- Ability to meet the scope of work.
- Cost-effectiveness of the proposal.

We are excited to identify a partner who shares our commitment to empowering youth and supporting our community. We look forward to receiving your proposal.



## 6. Delivery of Bids

All bids must be submitted to PCJFS via email to [Perryfiscal@jfs.ohio.gov](mailto:Perryfiscal@jfs.ohio.gov) with subject line addressed ATTN: Temporary Staffing for Subsidized Employment.

All information must be received by PCJFS no later than **March 18th at noon, 2026**. Bids received will be time and date stamped by PCJFS staff. Information received after the deadline may be rejected at the discretion of the PCJFS.

## 7. Opening of Bids

Bids will be opened on **March 18th at 2:00, 2026**, at PCJFS located at 5420 OH-37 E, New Lexington, Ohio 43764. Notice of award will be issued between March 12-25, 2026. PCJFS reserves the right to accept or reject all bids on any basis and without disclosure of reason.

## 8. Contract

The selected bidder(s) will be awarded a contract for a period of one year beginning April 1, 2026, and ending March 31, 2027. PCJFS, at its sole discretion, may decide to extend the contract for a period of one- or two-years contingent, upon the level of future federal and state funding, provider effectiveness and demonstrated need for the services being provided. A contract and any extension require the approval of the Board of Perry County Commissioners. Each additional term will be for a period of one year.

The ITB does not commit PCJFS to award a contract, to pay any costs incurred in the preparation of a proposal for this ITB, or to procure or contract for services.

**For questions regarding this information and/or submission, please contact Perry JFS Fiscal Department at [Perryfiscal@jfs.ohio.gov](mailto:Perryfiscal@jfs.ohio.gov)**

