

## REQUEST FOR QUOTATIONS

**To:** Interested, qualified individuals or entities to perform employment services inclusive of recruitment, hiring, background check, payroll, benefits, and time keeping, for a pre-apprenticeship coordinator position within the Area 20/21 Workforce Area

**From:** Ohio Area 20/21 Workforce Development Board, Administrative Office

**Issued:** October 14, 2021

**Deadline:** October 21, 2021

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### **PURPOSE**

The Area 20/21 Administrative Office, on behalf of the Area 20/21 Workforce Development Board and Ohio Area 20/21 Consortium of Chief Elected Officials, is seeking quotes from qualified individuals or entities to perform the service of recruitment, hiring, background check, payroll, benefits, and time keeping, for a pre-apprenticeship coordinator position that will be based in Carroll, OH. To learn more about Area 20/21 and its member counties, visit [www.scoworkforcepartnership.org](http://www.scoworkforcepartnership.org).

### **QUALIFICATIONS**

Interested parties must have experience in: recruiting and hiring individuals in the academic field; background checks for individuals authorized to work in schools; payroll processing; benefit administration; and time keeping.

### **SCOPE OF WORK**

Identify qualified candidates through their relationships with county schools and former educators. Provide a vetting process that ensures the selected candidate is qualified and cleared to work with youth.

### **REQUIREMENTS**

Interested parties must submit a brief Statement of Qualifications and a flat rate or percentage of salary for hiring and managing payroll for an individual to coordinate pre-apprenticeship programming. This is estimated to begin on November 8, 2021 and run through June 30, 2022. The individual's salary during this time is estimated to be \$16,000. An additional year running from July 1, 2022 to June 30, 2023 will be available for renewal if necessary at a rate of \$25,000 for the year. Statement of Qualifications should include the individual or organization's history of recruitment of individuals in an academic field, administering background checks for hiring individuals working with students, and processing payroll.

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Responses to this R.F.Q. should be forwarded to:

***Angel Conrad, Fiscal Agent, and Rick Szabrak, Executive Director  
Area 20/21 Workforce Development Board  
[angel.conrad@fairfieldcountyohio.gov](mailto:angel.conrad@fairfieldcountyohio.gov)  
[rick.szabrak@fairfieldcountyohio.gov](mailto:rick.szabrak@fairfieldcountyohio.gov)***

*All proposers will be notified of their status. If you have questions or need additional information, call 740-652-7162 or email Rick or Angel.*