April 07, 2020

To Whom It May Concern:

The Columbia River Inter-Tribal Fish Commission (CRITFC) invites you to submit a proposal for professional payroll services for our fish tagging project at the Hanford Reach field site on the Columbia River near Richland, Washington. The tagging project has been conducted annually since 1987. Each year a ten-person crew is hired for up to thirteen consecutive days between late-May and mid-June to capture and tag juvenile fall Chinook salmon. The tagging crew members will be provided and supervised by CRITFC.

The requirements listed below were selected to meet our general needs for temporary payroll services. Although these requirements are subject to change or modification, please match them as closely as possible with your quotation. All specifics shall be negotiated and finalized by purchase order or contract.

CRITFC is entitled to purchase from the GSA schedule, but is not required to do so. You may submit either GSA or open market pricing.

We anticipate the contractor whose proposal is the best solution for our needs will be selected in May 2020. Quotes must be valid through June 30, 2020. We will notify all contractors, whether they are disqualified, rejected, or unsuccessful although responsive.

Selection will be based on the ability of the proposed solution to meet the requirements below, the ability to support the requirements, and the anticipated price of the solution.

I will be the single point of contact for all inquiries and correspondences. Please send your proposal and three references for your company via email by the deadline of May 07, 2020 to Sara Pennington at rfq@critfc.org
Requirements:

- The contractor must be able to provide a geographical presence near our Richland, Washington field location or they must be able to provide physical payroll checks to employees on specified dates and times (weekly).
- The contractor will be responsible for the payroll processes for CRITFC’s temporary personnel.
- Contractor shall utilize weekly timekeeping sheets for each of the temporary staff.
- The timesheet will then be submitted to the contractors designated contact for payroll and invoice processing.
- The contractor will be responsible for the temporary employees’ federal and state payroll requirements up to, but not limited to, payroll taxes, payroll reports, workers’ compensation, and insurance.
- Contractor may also be provided the flexibility to use an incentive pay program to reward attendance and performance. Details to be determined.
- Employees must be paid weekly.

Pricing and Terms:

- Prices should be submitted as a percentage of payroll and include all employer taxes and any other payroll costs.
- CRITFC will provide a list of tagging staff to be used, no recruiting required.
- Project length is normally for up to 13 consecutive days between late-May and mid-June. Actual dates to be determined.
- A base rate of $15.00 per hour worked will be required. Overtime will be paid the equivalent of 1.5 his/her regular hourly rate of pay for time worked in excess of 40 hours per week. Crew members with previous experience on the project we pay 11-hour days, those who are new to the project we pay 9-hour days. It is likely that we will have up to two inexperienced crew members in 2020. Please see below.
2020 Hanford tagging crew work schedule for 13-day project.

**Experienced crew members**

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2020 Hanford tagging crew work schedule for 13-day project.

**Inexperienced crew members**

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Instructions and Other Notes:

- Please provide copies of your firm’s administrative procedures for performing payroll services for temporary employment including reimbursement/invoicing standards.
- Please note in your proposal any additional discounts or fees which may apply.

**Evaluation and Selection Criteria**

Contractors will be evaluated on, but not limited to, the following criteria (total weight 100%):

- The ability of the contractor to meet the requirements; 40%.
- The ability of the contractor to support the requirements; 40%.
- The anticipated price of the services; 20%.
Submission

<table>
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<th>Timeline</th>
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<td>RFP due date</td>
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<td>Decision date</td>
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<td>Project timeline</td>
<td>May 2020 – until completed</td>
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CRITFC reserves the right to reject any or all bids or withdraw this RFP at any time. CRITFC may seek clarification of the submission at any time, and responses must be timely to maintain consideration.

This RFP gives rise to no contractual obligations, implied or otherwise. By submitting a proposal, the bidder agrees to keep confidential all information provided in connection with the RFP.

We thank you for your time, effort, and interest in our professional service needs.

Thank you,

Sara Pennington

Purchasing Agent

Columbia River Inter-Tribal Fish Commission

rfq@critfc.org