openwork
Formerly Evins

Proposal for Payroll Services for Referred and Existing Labor for Elections

WILCO TEXAS

"Original Sealed Bid"

RFP No.: 24RFP65

Issued By:

Williamson County Purchasing Department

For:

Williamson County Elections Administration

Bid Submittal Deadline: August 15, 2024 at 2:00 p.m. Central Daylight Time (CDT)

Prepared By:

Arlaine Decrevel, MBA, PHR, SHRM-CP
Vice President Public Sector
Openwork Holdings, LLC

7320 North Mopac Expwy, Suite 101
Austin, Texas 78731
Ph: (737) 263-2081
E: arlaine.decrevel@openwork.com
www.openwork.com

openwork Formerly Evins

Proposal for Payroll Services for Referred and Existing Labor for Elections

<u>Table of Contents</u>

openwork
Formerly Evins

Proposal for Payroll Services for Referred and Existing Labor for Elections

Section A:
Letter of Transmittal

WILCO
TEXAS

openwork
Formerly Evins

August 15, 2024

Barbi Hageman
Senior Purchasing Specialist
Williamson County Purchasing Department
100 Wilco Way, Suite P101
Georgetown, Texas 78626

RE: RFP No.: 24RFP65 for Payroll Services for Referred and Existing Labor for Elections for Williamson County

Ms. Hageman,

We are pleased to submit our bid RFP No.: 24RFP65 for Payroll Services for Referred and Existing Labor for Elections for Williamson County ("County"), providing temporary employment services for various County departments and locations. Openwork LLC ("Openwork") is one of the leading staffing service providers in Texas for permanent, temporary, and temp-to-hire employees in the public, private, and non-profit sectors. Based in Austin, we are family-owned and have been proudly serving the Texas market since 1967, making us a destination of choice for local candidates seeking exceptional local service (which our reviews and industry awards attest to).

We understand the scope of work to be accomplished and request no deviations, assumptions, or exceptions from the RFP terms and conditions as applicable to the services proposed. The names of the person(s) making representations as the Respondent are included below, and the signatory of this letter is authorized to act as the Respondent for this RFP. This proposal is valid for ninety (90) days from the closing date of this RFP.

Our clients choose to partner with us to source, recruit and retain talent for their organizations. We have a long history of providing temporary staffing services, including a historical relationship with statewide and local governmental agencies in Travis County, Williamson County, and Harris County where we have provided temporary staffing services for decades. Openwork has a reputation of providing unparalleled service and partnership to our clients, which has proven to save them both time and money. We would take great pride in becoming a preferred vendor partner to the County and are committed to driving new and creative solutions to meet your staffing needs. We believe our proposal offers significant competitive differentiation and has the full commitment of our senior leadership team to deliver world-class staffing service support.

We look forward to a continuous and productive staffing partnership with you.

Sincerely,

Arlaine Decrevel, MBA, PHR, SHRM-CP
Vice President Public Sector
Openwork Holdings, LLC d/b/a Openwork (formerly Evins)
7320 N Mopac Expy, Suite 101, Austin, TX 78731
Direct: (737) 263-2081
arlaine.decrevel@openwork.com

openwork Formerly Evins

Proposal for Payroll Services for Referred and Existing Labor for Elections

Section B:
Resources and Location

Our Company

Modern-day staffing, reimagined

At Openwork we do things differently. Openwork is a candidate-focused staffing company on a mission to bring ease, accessibility, and thoughtfulness to an industry we have held a footing in for 50+ years. We believe there is more to life than livelihood, and that finding a dream job, career, or team is a good place to start. Openwork is here to elevate, streamline, and enrich the employee experience.

Based in Austin, Texas, Openwork is one of the oldest and largest privately owned Texas-based staffing and recruiting firms, employing nearly 10,000 field associates in 2023. Our predecessor company, Evins Personnel Consultants, was founded by Mary E. Evins in July 1967 and subsequently acquired by current ownership in August 2020 and rebranded to Openwork in December 2022. We operate across the southeast, with 85+ internal employees and offices located in Texas, Georgia, Mississippi, and South Carolina.

Through our Texas branches, we serve both local and regional clients, with a strong track record of sourcing, interviewing, and placing talent in remote locations. We have two locations serving the Greater Austin area. Our 5,500 square foot Austin office is our central hub, located on North Mopac in central Austin and handles both local and state-wide business. The Openwork Round Rock office is located close to North I-35 and recruits from all over Williamson, Bell, and northern Travis counties. The Openwork Houston office is located on Dacoma Street in Houston serving the Greater Houston area, Harris County, and surrounding cities and counties.

Throughout our history, we have served thousands of clients with temporary staffing, executive recruitment, and permanent placement services, and provide short- and long-term contingent workforce solutions for city, state, and county clients in Texas as well as with national private sector clients. Many of our temporary employees have been hired on by our clients as permanent employees. This is the ultimate recognition of good employee selection and service. Openwork also features in-house invoicing, payroll, and accounting services located in our Austin office to ensure all billing is handled promptly and efficiently.

![openwork Formerly Evins]

Openwork is a regional leader in full-service workforce solutions and is considered by many clients as a "one-stop shop," providing:

- Temporary Staffing Services
- Contract and Permanent Technical Placements
- Outplacement Consulting
- Skills Testing and Employment Prescreening

- Professional Recruiting Services
- Executive Search and Recruiting
- HR/Payroll Outsourcing Services
- Project/On-Site Management

Recruitment and Staffing Service Experience

Our company has provided thousands of short- and long-term employees successfully for city, county, and state departments in over 100+ different positions, including:

- Public Administration / City Management
- Emergency Communications / Public Health
- Financial Management / Auditing / Accounting
- Legal / Human Resources / Consultants
- Sales / Professional Services / Marketing
- Public Works / Parks and Recreation

- Non-Profit Management
- Clerical / Office Administration
- Facilities / Production Management
- Information Technology / Engineering
- Transportation Services / Customer Service
- Community / Social Services / Healthcare

Openwork has long-standing public sector relationships with 50+ years of providing recruiting and staffing services to a variety of Texas local and state government clients, including cities, counties, school districts, and state agencies.

State Agencies:
- Age of Central Texas
- Employees Retirement System of Texas
- Georgia Department of Behavioral Health
- Mississippi Department of Public Procurement
- State of Kansas Department of Administration
- Teacher Retirement System of Texas
- Texas Department of Criminal Justice
- Texas Comptroller of Public Accounts
- Texas Department of Protective Services

- Texas Department of Public Safety
- Texas Department of Transportation
- Texas Health and Human Services
- Texas Health Institute
- Texas Higher Education
- Texas Office of the Governor
- Texas Parks & Wildlife
- Texas State Board of Public Accountancy
- Texas Veterans Commission

openwork Formerly Evins

Counties	Cities	School Districts / Colleges
• Clayton County	• City of Austin	• Austin Community College
• Cobb County	• City of Acworth	• Austin Independent School District
• Hardin County	• City of Cedar Park	• Bibb County School District
• Harris County	• City of Georgetown	• Houston Community College
• Macon-Bibb County	• City of Houston	• Hutto Independent School District
• Orange County	• City of Hutto	• Leander Independent School District
• Tarrant County	• City of Kyle	• Pflugerville Independent School District
• Tom Green County	• City of Leander	• Round Rock Independent School District
• Travis County	• City of Marietta	• San Angelo Independent School District
• Williamson County	• City of Pflugerville	• San Angelo State College
	• City of Round rock	• South San Antonio School District
	• City of San Angelo	• San Jacinto College District
	• City of Smyrna	• Texas School for the Blind
	• City of Taylor	• Texas School for the Deaf
	• City of Temple	• University of Texas at Austin

openwork Formerly Evins

What Sets Openwork Apart

We take an ultra-personalized and comprehensive approach to hiring. We learn the ins and outs of your business and use that information to find our clients the best talent.

Our Mission: Helping build careers, companies, and communities, one person at a time.
Our Vision: A fulfilling career for everyone and the right talent for every organization.
Our Values:

Passion: We are people-people, fueled by helping others achieve their goals. Together, we can shape a better future for our team, talent, and clients.

Empowerment: We all create and seek opportunities to learn and grow. By sharing knowledge and leading with empathy, we have a greater collective capacity for action and impact.

Ownership: We all take initiative to improve our company, use good judgment, and look to the long term.

People First: We always start with our customers (talent and clients) and actively work to earn their trust and exceed their expectations.

Leadership: We are all servant leaders responsible for staying connected to the details, insisting on the highest standards, and developing other leaders.

Execution: We start with yes and figure out how with a sense of urgency. We fight for simplicity, rise to the occasion, and never settle when set back.

We match candidates with their dream roles 12x faster than the average staffing company because we know you have things to do. We are here for the long haul. We take our job seriously, so we ensure the candidates and companies we work with do, too. We go the extra mile to make sure it is a good fit, and we will only match you with the very best!

Openwork Organizational Contact Information:

Organization (contracting entity) full legal name:	Openwork LLC
Organization DBA name, if any:	N/A
Physical address of principal office location:	7320 N. Mopac Expy, Suite 101, Austin, Texas 78731
Physical address of local office location, if any:	1106 S. Mays St, Ste 215, Round Rock, Texas 78664
Mailing address:	7320 N. Mopac Expy, Suite 101, Austin, Texas 78731
Telephone number:	(512) 454-9561
Website:	www.openwork.com
Duns Number:	11-781-0972
Federal Employer ID Number:	85-2080179
Texas Taxpayer ID Number:	32075070659

Openwork Parent Company Organizational Chart

OPENWORK HOLDINGS LLC

OPENWORK LLC — AEROSPACE SOLUTIONS LLC — QS HEALTHCARE LLC
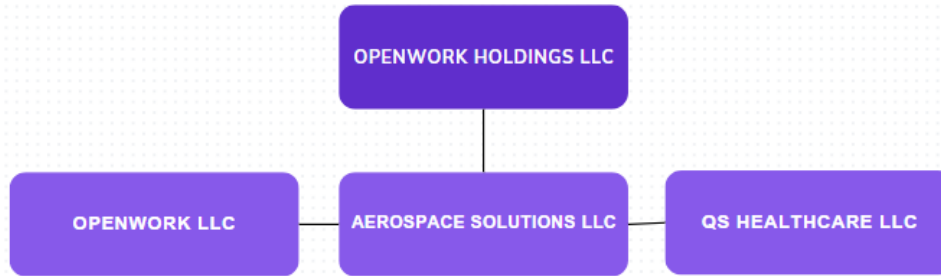
Openwork Holdings LLC:

- Openwork – Openwork is a subsidiary of Openwork Holdings LLC, offering full-cycle commercial staffing and payroll services in Texas, Georgia, California, North Carolina, and South Carolina.

- Aerospace Solutions – Aerospace is a subsidiary of Openwork Holdings LLC, offering world-class staffing and payroll services nationwide in IT and engineering, providing project solutions and technical expertise in the aerospace industry.

- QS Healthcare – QS is a subsidiary of Openwork Holdings LLC, operating in Great Bend Kansas, providing healthcare staffing services in allied health, travel, and contract nurses per diem, short- and long-term assignments or permanent placements.

Listed below is the Openwork's principal office, locally owned and operated in Austin, Texas and the satellite offices that will be used to provide temporary staffing services for the County:

Principal Office:
Openwork LLC
7320 North Mopac Expressway, Suite 101
Austin, Texas 78731
Phone: (512) 454-9561
Email: hi@openwork.com
Website: www.openwork.com

Managing Partner: Stephen Santrach
Type of Business: LLC
State of Incorporation: Texas
Date of Incorporation: July 16, 2020
Number of Years in Business: 4+
Principal Place of Business: Austin, Texas
Number of Years at Principal Place of Business: 57+

Proposal / Contract Contact Information:

Contact person:	Arlaine Decrevel, MBA, PHR, SHRM-CP
Title:	Vice President Public Sector
Email address:	arlaine.decrevel@openwork.com
Telephone number:	(737) 263-2081

Openwork Office Locations:

Austin Headquarter Office	Round Rock Satellite Office	Houston Satellite Office
7320 North Mopac Expy, Ste 101	1106 S. Mays Street, Ste 215	4740 Dacoma St, Ste D
Austin, Texas 78731	Round Rock, Texas 78664	Houston, Texas 77092
Phone: (512) 454-9561	Phone: (512) 320-8367	Phone: (713) 977-8555

Openwork has a strong presence in Texas with a total of three offices, a local office in Round Rock and headquarter office in Austin, ensuring the County with a high level of satisfaction through exceptional quality and dedicated customer service commitment. Therefore, Openwork is best suited for the County as temporary staffing and payroll needs.

Local Office Location in Texas
1106 S. Mays, Suite 215 Austin, Texas 78664
**Primary Office for Managing the Contract*

Referred and Existing Labor for Elections

Position	Resumes in County	Resumes in Texas	Internal Candidate	Active Placements
Supervisor Early Voting (EV)	250+	1000+	717+	717+
Alternate Supervisor (EV)	250+	1000+	717+	717+
Clerks (EV)	450+	2000+	1500+	1500+
Student Clerks (EV)	250+	500+	100+	100+
Judge Elections Day (ED)	300+	1000+	993+	993+
Alternate Judge (ED)	300+	1000+	993+	993+
Clerks (ED)	450+	2000+	1500+	1500+
Student Clerks (ED)	250+	500+	100+	100+
Field Techs EV and ED	250+	1000+	154+	154+
Central County Judge	300+	1000+	993+	993+
Central County Alternate Judge	300+	1000+	993+	210+
Central Count (Inside)	250+	500+	114+	114+
Central Count (Outside)	250+	500+	114+	114+
Central County (Team Leader Outside)	250+	500+	62+	62+
Public Test	250+	500+	254+	254+
Judge Early Voting Ballot Board (EVBB)	300+	1000+	993+	993+
Alternate Judge (EVBB)	300+	1000+	993+	993+
Clerks (EVBB)	450+	2000+	1500+	1500+
Warehouse	450+	1000+	300+	300+
Data Entry/Scanning	250+	1000+	100+	100+
Phone Banks	250+	500+	100+	100+

Openwork's Network and Resources

With a national network of branch offices across the United States we can recruit virtually anywhere. Openwork relies on its recruiting networks it has built with over its 57 years in the workforce solutions industry. Through our highly localized network, we can offer a deeper pool of talent. We know that sourcing the right talent is mission-critical for our clients, many of whom operate in the non-profit and public service sectors. A partnership with Openwork ensures that the temporary staffing services provided will be custom tailored and exceed the client's highest standards.

Benefits of Partnering with Openwork

- **<u>We are Texas</u>** – Openwork has over three decades of experience in the Texas staffing market and a near century of combined experience on our operations team. Our relationships with Texas talent run deep in our local communities, and we believe our database is by far the most extensive in Central Texas. Unlike national competitors, foreign-owned offshore and subsidiary recruiting companies that claim to be local but are not, we will be filling orders, recruiting, and payrolling from our physical office in Williamson County, staffed by Texans!

- **<u>Available 24/7/365</u>** – on-call staff will always be available. Clients never reach a call center. You can reach out to a real life Texan, any day, any time!

- **<u>Very stringent hiring criteria</u>** – only 3 out of 10 make it through our candidate screening process, so our clients can rest assured they are receiving a highly-vetted candidate. Each applicant to Openwork is carefully screened, and their experience, education, and credentials verified prior to employment. Each candidate undergoes an extensive pre-placement orientation and must meet all criteria prior to start.

- **<u>Online portal available for convenience</u>** – if desired, clients can quickly place requests, change requests, view schedule, and request credentialing via our client portal. Access to all information for your files, compliance, and annual surveys can be easily found within the portal.

- **<u>On-staff Project Manager</u>** – we have full-time Operations and Project Managers who provide oversight on candidate hiring and can assist with any issues that arise at our client facilities involving one of our field employees.

Summary of Experience and Qualifications

Openwork has 50+ years of staffing and recruiting experience with an impressive 250,000 job placements, 20,000 active candidates and 78% talent NPS score in addition to our successful permanent placements each year across our Openwork family of staffing and recruiting teams. In 2023, Openwork was recognized for Best of Staffing Talent Satisfaction, Best of Staffing Client Satisfaction, and was recognized by Staffing Industry Analysts as one of the Fastest Growing Staffing Firms.

Jose A. Esparza
Deputy Secretary of State

Office of the Secretary of State

CERTIFICATE OF FILING
OF

Openwork LLC
803686278

[formerly: Evins Group, LLC]

The undersigned, as Deputy Secretary of State of Texas, hereby certifies that a Certificate of Amendment for the above named entity has been received in this office and has been found to conform to the applicable provisions of law.

ACCORDINGLY, the undersigned, as Deputy Secretary of State, and by virtue of the authority vested in the secretary by law, hereby issues this certificate evidencing filing effective on the date shown below.

Dated: 01/06/2023

Effective: 01/06/2023

Jose A. Esparza
Deputy Secretary of State

Come visit us on the internet at https://www.sos.texas.gov/
Fax: (512) 463-5709
TID: 10303
Phone: (512) 463-5555
Prepared by: Marisa Flores
Dial: 7-1-1 for Relay Services
Document: 1211587050002

RFP No.: 24RFP65
Payroll Services for Referred and Existing Labor for Elections

Page 8 of 10

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer
Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

Openwork LLC

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor   ☐ C corporation   ☐ S corporation   ☐ Partnership   ☐ Trust/estate

☑ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . **P**

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.
7320 North Mopac, Suite 101

Requester's name and address (optional)

6 City, state, and ZIP code
Austin, TX 78731

7 List account number(s) here (optional)

Print or type. See *Specific Instructions* on page 3.

Part I   Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number

8 5 – 2 0 8 0 1 7 9

Part II   Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and

3. I am a U.S. citizen or other U.S. person (defined below); and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | Signature of U.S. person | Date May 8, 2024 | Form **W-9** (Rev. 3-2024)

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

openwork *Formerly Evins*

April 20, 2024

RE: Openwork, LLC, Staffing Agency

To Whom it May Concern:

Openwork has been a valued customer of The Bank of Austin since 03/2022.

The company is in excellent standing with the bank and has handled its accounts with the bank in a satisfactory manner. We have the highest regard for Openwork and its management team.

If you have any questions, please contact me at 512-956-5655 or mruether@thebankofaustin.com.

Sincerely,

Mark A. Ruether

Senior Vice President

Commercial Banking Relationship Manager

The Bank of Austin

8611 N. Mopac Expressway, Mopac Centre, Ste 101

Austin, Texas 78759

openwork
Formerly Evins

Proposal for Payroll Services for Referred and Existing Labor for Elections

Section C:
Operational Information Requirements

WILCO
TEXAS

openwork
Formerly Evins

Recruiting and Customer Service Strategy

At Openwork, providing excellent customer service to our staff, our employees, and our clients is our top priority. Our passion is PEOPLE! We believe in what we do and the community we serve by building great careers, communities, and companies one person at a time. We are committed to meet and exceed the County's expectations as outlined in RFP No.: 24RFP65 Payroll Services for Referred and Existing Labor for Elections. Openwork accepts the terms and conditions without exception, deviations, or assumptions. Openwork will provide timely, responsive, reliable temporary personnel, temporary-to-hire, payroll and direct hire talent with the skills, knowledge and experience required to perform the duties, functions, and responsibilities for all County requested positions. Openwork has an average time to fill rate of 48-72 hours, depending on the role. We will present only the most qualified candidates, working as a dedicated HR business partner with the County's hiring managers, on each staffing request.

Openwork staff undergo a comprehensive internal training course and are trained in all facets of recruiting, interviewing, evaluation, customer service and selection of employees including employment law compliance and background screening with a pre-hire orientation and recruiting program customized for the County. This type of volume recruiting program has been a valuable tool for our similar clients requiring ongoing customized services. Potential candidates are pre-screened and evaluated against the County's employment criteria. This ensures that the candidate has a true interest in this type of work and environment. The information gathered in this proposal provides a foundation for the initial orientation developed and customized to the County's specifications.

Openwork has developed a comprehensive recruiting program utilizing a broad range of methods, including social- media and internet advertising, third-party job boards, internal database sourcing, job fairs, job referral organizations, candidate referrals, and other targeted recruitment sources. We personally interview an average of more than 150 new candidates per week and receive over 300 new resumes per week from which we identify and select those candidates who are outstanding in their qualifications. We have a robust referral pipeline and many of our applicants are referred to Openwork by a fellow employee, a client, or a training center.

Openwork maintains an active and highly visible online recruitment presence. We utilize several web-based recruiting sources including executive recruitment platforms dedicated to specific roles beyond the traditional job boards such as LinkedIn, Glassdoor, Indeed, Monster, Zip Recruiter, Career Builder, Craigslist, and other specialty websites and niche listings. Our website (www.openwork.com) also attracts many candidates who find us online as they are searching or researching the positions we post on our proprietary Openwork job board. We have a strong web presence and spend considerable resources on search engine optimization (SEO).

For decades, Openwork has provided career opportunities for job seekers. Openwork has an established referral network where generations of our talented current and former employees refer to Openwork as their preferred staffing agency. Our staffing specialists thrive in making real human connections, preferring to interview in person yet sourcing top talent through multiple resources and networks. As a technology-forward organization, Openwork attracts local, as well as regional and national candidates for a variety of open positions with our clients. Openwork uses social media and industry specific websites to draw in potential candidates for opportunities they may not find on their own. In addition to traditional recruiting, Openwork uses advanced talent acquisition technologies that feature on-demand video and text interviewing that is a quick, efficient, mobile-first way to engage candidates and build up our pipeline of qualified and available talent.

Our Community Comes First

We believe good things start locally, just like we did. We also believe that everyone deserves the opportunity to find their dream career. That is why we have partnered with several local organizations in the communities we serve, participate in the Texas Workforce Commission's "We Hire Vets" and operate as a Second Chance employer. We are dedicated to helping develop our community. We have provided staffing support as well as charitable donations for over 30 years to the Salvation Army, Austin Women's Shelter and other disadvantaged non-profit organizations that serve our community.

Openwork's Diversity Recruitment Program

Many candidates choose to work with Openwork because of our long-standing reputation for community involvement and our commitment to Diversity and Inclusion programs for the underserved and underrepresented individuals seeking a short or long-term job and/or career opportunity. As long-standing members of the HR profession and through our sponsorship of the local, state, and national Society for Human Resource Management (SHRM) associations, we pledge our commitment in providing job opportunities for a diverse pool of applicants in the communities we serve.

Equal Opportunity Employment

Openwork provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Openwork complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company operates.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfers, leaves of absence, compensation, and training. Openwork expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expressions, national origin, age, genetic information, disability, or veteran status.

Openwork Offers Competitive Healthcare Options

At Openwork, we are a "candidate first" organization and want to ensure our people feel taken care of. We offer employer-subsidized benefits to *all* our employees, including affordable medical, vision and dental insurance options. Our lowest cost medical plan through SBMA Benefits costs approximately $20 per week and is very popular among our employees. We hear touching stories all the time about how our benefits impact the lives of our staff including a "second-chance" employee who was able to provide her daughter braces through the dental insurance she procured through Openwork.

Recruitment Requests

All recruitment requests for the County will be sent via email, phone, or text message to a designated Openwork representative. Openwork will acknowledge each request within one (1) hour of receipt and provide a status update for the requested temporary staff within four (4) hours during Openwork's business hours and as soon as reasonably possible if the request is made after business hours to ask any necessary clarifying questions to understand the scope and requirements of the open position. Openwork will provide written confirmation via email to the designated representatives with the status of applicable and available qualified candidates.

The Candidate Screening Process

The Openwork candidate intake and screening process has been developed through our 50+ years of placement experience. The result is a qualified candidate that can be called upon as soon as needs are presented. This pre- qualified candidate base allows us to respond quickly to our clients' needs. Openwork will refer only those candidates that meet the County's established requirements and will submit detailed information related to the experience and qualifications of each candidate proposed.

Our comprehensive in-person behavioral-based interview is designed to determine applicant skill levels, personality, career goals, availability, and eligibility to work for the County. Customized testing and interview questions can be developed in cooperation with County departments. When a candidate passes all the required tests and requirements in our office or remotely, the candidate can then be presented to designated County Departments for review. This process results in a higher ratio of acceptable candidates and a more efficient process for the County.

Our skills assessment and evaluation software allow us to analyze the range and depth of an applicant's skills. Based on standardized instructions, automatic scoring and time limits, the results provide an accurate method of assessing an applicant's levels of proficiency or upgraded proficiency after training. This in-depth evaluation process ensures a thorough knowledge of each applicant's unique qualifications. Applicants are then graded in other relevant areas including maturity, conversation, personality, and attitude.

Specific representatives within our organization will be trained and assigned to handle the needs, facilitate communication, and ensure we are aligned on open positions. Senior staff will solicit feedback from the respective departments to maintain quality placements. Openwork also maintains records for all requests submitted by designated County representatives and invoices submitted for payment.

Cutting Edge Recruitment Technology

The One and Only Fully Integrated Staffing Platform
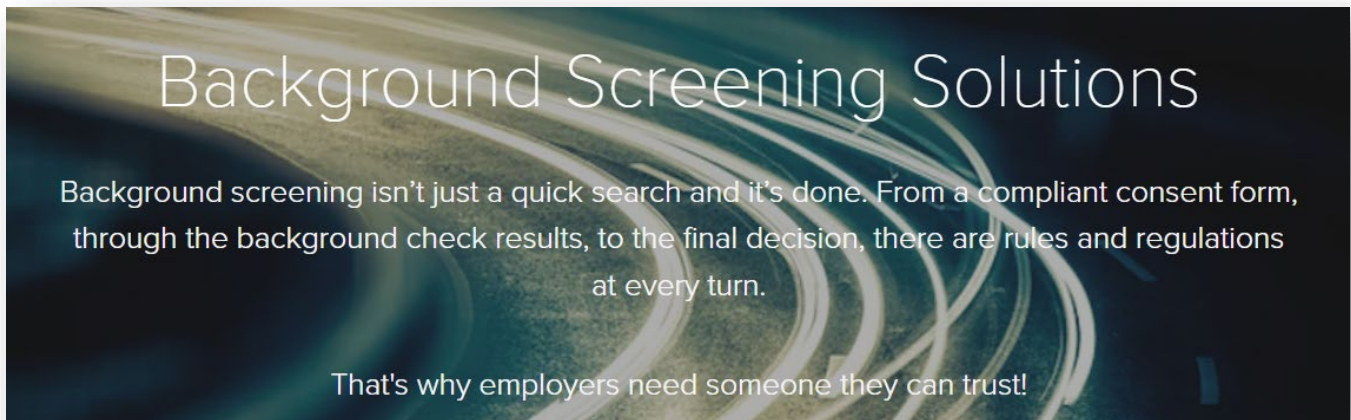For competitive advantage and long term success

Openwork utilizes Avionte BOLD, an industry-leading Applicant Tracking System (ATS) to manage all aspects of the staffing and recruiting process, as well as payroll and billing. Avionte also includes many API-integrations to third-party job boards and candidate engagement and productivity tools utilized by our recruiters. We believe our database of candidates is the largest of any of our competitors in the local markets we serve, containing contact information, experience, education, and job history on more than 250,000 talent profiles.

We can search our database using granular criteria (education, skills, prior experience, etc.) to identify potential candidates and email or text a notification to them. This allows us to reach hundreds, or even thousands of candidates in a short period of time. We can also perform multi-level candidate searches utilizing skills coded to the candidate or through keyword or skill set searches of the candidates' resumes and Avionte profiles. With this unique sourcing feature, thousands of qualified resumes can be quickly searched to locate candidates with the sought-after attributes.

Avionte also has one of the most robust reporting platforms in the industry, which allows us to provide unparalleled transparency to clients, and customized reporting packages. A unique feature of this system is the document management and employee onboarding module. All applications and related candidate documents are digitally stored in the system, and candidate performance, skills, experience, and work history are automatically appended and updated to each candidate's profile.

Background Checks, Drug Testing, and E-Verify

Background Screening Solutions

Background screening isn't just a quick search and it's done. From a compliant consent form, through the background check results, to the final decision, there are rules and regulations at every turn.

That's why employers need someone they can trust!

Openwork verifies candidates' social security numbers utilizing the Department of Homeland Security's E-Verify System. All Openwork candidates assigned to the County will complete a digital consent to undergo a pre-employment criminal background check with a nationally accredited Professional Background Screening Association (PBSA) provider.

Background checks are then reviewed for applicability to the hiring decision and employees will only be assigned if they meet the County's specific criteria. Background check sources may include criminal records database, a local, state, or national database, courthouse records from previous counties of residence, and any other source as requested by the County. Prior to placement, Openwork can also provide additional screenings such as fingerprinting and drug testing upon request.

Openwork generally requires at least one reference of work quality from a recent employer prior to assignment. The reference may be obtained via email or phone. Any poor references or disciplinary actions are heavily weighted in the hiring process and may disqualify an applicant from assignment. A signed acknowledgement stating the type of pre-employment check(s) and clearance confirmation will be sent to the Workforce Services Department and designated County personnel prior to placing a candidate.

Hiring and Selection Criteria

Applicants undergo a comprehensive personal interview with an Openwork staffing specialist trained in effective interviewing and screening techniques. This in-depth interview covers all necessary personal information, education, prior work experience, and job skills in detail.

Applicants can also be tested in all pertinent areas to evaluate their individual skills. Knowledge tests encompassing spelling, mathematics, vocabulary, reading comprehension may also be administered to candidates if requested. The comprehensive skills testing, leadership assessment, writing sample, oral presentation can assist in identifying those individuals who are most uniquely qualified for consideration for a selected role. With the assistance of the County, any pre- screening or skills testing package can be customized for each requested position with the County.

SHL's Talent Acquisition Framework

A Universal Approach to People Strategy

SHL

Openwork utilizes a combination of online skills testing via SHL, a leading vendor of skills and behavior testing software, and integrates into our Avionte Applicant Tracking System, archiving a history of talent assessments. SHL is used to evaluate a wide range of skills, including accounting, customer service, administrative, software, data entry, programming, and technical skills.

A global leader in people science and people answers, SHL is an online assessment used to screen candidates and test employees for a variety of positions. Each assessment provides a standardized, reliable, and unbiased measure of people's skills and capabilities. The tests are adaptive, which means the test score depends on the number of questions answered and their difficulty. The difficulty of the questions depends on how each one is answered, if you answer correctly the questions will be harder, and if you answer incorrectly the questions will be easier.

SHL's Talent Acquisition Framework:

1. *Potential* – the candidate's capacity to develop into something great, an ability that is not yet realized, and is an important consideration in succession planning and promotability.
2. *Readiness* – the capabilities of a candidate relative to a specific job role on day one of the job. It comprises the hard and soft skills, and the knowledge that will allow an individual to be successful against the needs of a given right away.
3. *Fit* – the culture fit, company fit, and increasingly job fit or even team fit. The importance of fit increases if you would like to tackle turnover, drive higher engagement, or add rigor to the cultural experience of an employee.

Create assessment in four simple steps

Search and Select Modules › Configure Assessment Environment › Define Shortlist Criteria (If applicable) › Schedule Assessment
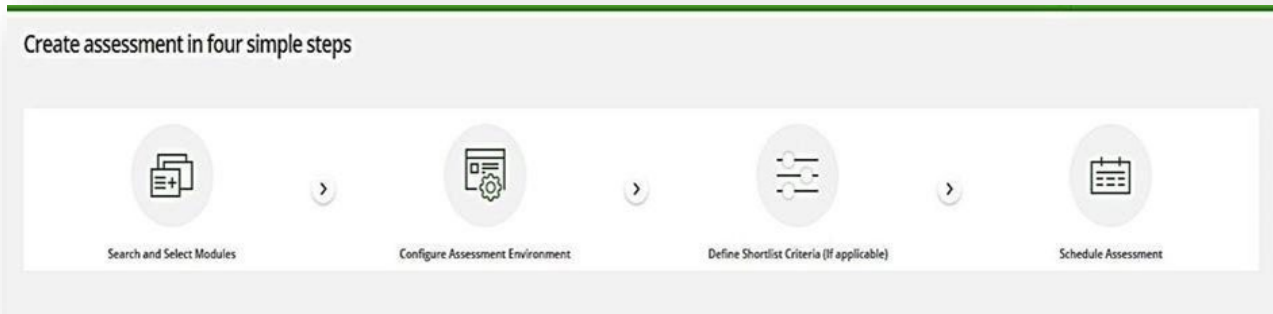
SHL's online assessments are designed with mobile-first technology to enable candidates and employees to easily complete them anywhere, at any time, on any device. SHL uses a match score to provide an overview of how a candidate or employee will perform in each assessment. Sample practice tests are available to preview online at https://www.shl.com/shldirect/en/.

SHL Direct

Take Practice Tests

Ability tests and personality questionnaires are proven methods for assessing critical qualities for job success, such as solving problems, communicating effectively, and being innovative and creative. It's for these reasons that employers use such tests widely.
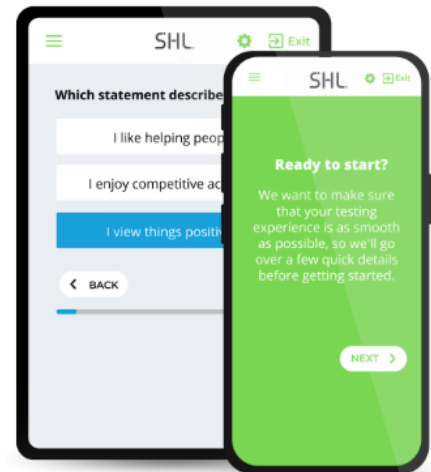
Technology, Tools, and Reporting

Openwork has 200+ real time standard reports that are available for the County. Quality Assurance and Performance Reports can be provided at an agreed upon time monthly or upon request. Openwork can customize and provide employee satisfaction survey reports for employees working at the County based on requested criteria as well as the County's hiring manager, department, and human resource management client satisfaction survey reports to determine pain points for immediate improvement and identify best practices for a continuous strong partnership between the County and Openwork. Openwork can also provide insights and reports on staffing and workforce planning trends, salary and compensation surveys and talent acquisition insights as requested by the County, including status reports. The report will include the temporary employees' name, department/division assigned, requestor's name, position class, total number of hours worked, total cost, date placed, and dated assignment ended.

Scope of Work: Specifications

Openwork will expeditiously supply the County with high quality, cost-effective, and professional staffing services, supporting the County's mission. Openwork will provide qualified, skilled, temporary- to-hire staffing and payroll services as requested based on the County's needs. All work performed will conform to the County's recruitment process, requirements, and policies.

Openwork will _meet_ or _exceed_ the following responsibilities:

- ✓ Qualified to do business in the State of Texas.
- ✓ Comply with all federal, state, and local laws, ordinances, rules, and regulations applicable to its activities.
- ✓ Follow the County's hiring guidelines in seeking qualified candidates who meet the minimum standards and preferred qualifications.
- ✓ Screen and interview qualified candidates.
- ✓ Collect and review transcripts, writing samples, or other documents, as necessary, from applicants.
- ✓ Complete employment reference checks in accordance with County guidelines.
- ✓ Coordinate interviews between applicants and County departments, as needed.
- ✓ Ensure all applicants referred to the County have submitted appropriate information necessary for the County's onboarding process.
- ✓ Process Assigned Employee's weekly salary and statutory costs such as FICA, Withholding, SUTA, FUTA, Worker's Compensation Insurance, and ACA compliance.
- ✓ Maintain open and interactive communication with the County.

In addition, upon the County's request for staffing services, Openwork will:

- Respond within 1 hour upon receipt of notification and acknowledge receipt of the County's request during business hours, Monday – Friday from 8:00 a.m. – 5:00 p.m. and within the next available business day if received after business hours. **An on-call representative can be available upon client request._
- Respond immediately to requests for resumes, typically within two (2) business days which are compliant with the requested job duties and descriptions.
- Provide a sufficient pool of resumes for the County or recommend a candidate to address specific requested job duties and descriptions.
- Adhere to the County's physical and data security guidelines. All selected staff, as provided by Openwork, will adhere to the County's standard work environment and procedures.
- Provide administration and maintenance of all employment and payroll records, payroll processing, remittance of payroll and taxes, including the provision for the distribution of payroll time sheets and checks for all temporary employees provided within this contract.
- Provide immediate access to reports measuring absenteeism, turnovers, overtime hours, and payroll; or any customized reports for each employee assigned to the County.
- Provide the resources and knowledge to understand the County's business, to ensure accurate evaluation of the staffing requirements and be able to respond quickly to the needs of the requesting department.
- Provide temporary employees who are fully documented and authorized to work in the United States and will provide an attestation for such documentation to the County upon request.
- Maintain appropriate administrative, technical, and physical safeguards to preserve the confidentiality, integrity, and availability of the County's data.

Customer Satisfaction: Problem-Solving Critical Areas or Issues

Openwork seeks to be a true thought-partner with the County to drive increased efficiency, better retention, and ultimately lower cost. To facilitate the identification of critical or problem areas, the Openwork project manager, secondary contact, and staffing team will communicate regularly with County HR and Hiring Managers via phone, email, and in person as needed or requested. Openwork's Project Manager will facilitate communications in a timely manner with the County to mitigate and resolve any issues or areas of concern. Problem areas will be addressed immediately, and corrective action will be documented and communicated to County staff as needed.

Openwork will ensure the following:

- Openwork meets and exceeds the County's expectations when placing talent on assignment.
- Openwork temporary employees assigned to the County adhere to an agreed-upon work schedule, as determined by a designated County representative.
- Openwork temporary employees assigned to the County report to the assigned work location at the agreed- upon start time. No payment will be made for lunch hours, illness, late arrival, early departure, or for any time when work is not actually being performed.
- Openwork enhances customer satisfaction by improving operational efficiencies by soliciting the County's feedback, implementing quality checks, and reviewing employee performance.
- Openwork complies with local, state, and federal rules and regulations.
- Openwork assigned Service Rep / Project Manager(s) will address immediate and emerging requirements.
- Service Rep / Project Manager(s) will receive orientation prior to assignment, be familiar with contract details, County rules and regulations, and contract requirements.

Openwork Service Rep / Project Manager(s) will provide the following minimum services:

- Be responsible for and facilitate the relationship between the County and Openwork's local and corporate team.
- Achieve understanding of the County's business processes, rules, and requirements.
- Identify temporary employment opportunities in coordination with the County and provide strategic consulting.
- Provide support to Openwork's temporary employees and County HR / Hiring Managers, facilitate issues resolution, and help identify savings opportunities.
- Provide project management and oversee Openwork's resource utilization.
- Identify and communicate the County's requirements within Openwork's organization.
- Openwork will cooperate fully and assist in the investigation and resolution of any complaint, claims, actions, or proceedings involving Openwork's temporary employee.
- Openwork will immediately notify the County of any injury or accident occurring while assigned to the County performing related work and any claim for worker's compensation benefits.
- Notify the County via designated call-out phone number if a temporary employee is unable to arrive at the agreed-upon start time for work due to illness, running late, etc. within one (1) hour of the agreed-upon start time.
- When a County representative notifies Openwork that a temporary employee is unsatisfactory, Openwork will contact the temporary employee as soon as possible (no more than one hour post notification) to inform the temporary employee that his/her assignment has ended with the County.
- Openwork temporary employees will return all County equipment to the County's Hiring Manager or their designee or the County's Security Office immediately upon termination of their assignment.

Openwork Quality Assurance Program

Openwork's quality assurance program was redesigned in 2024 to better align with our new brand, mission, vision, values, and expansion of our organization to better serve our talent, clients, and communities. As the former Chief Executive Officer of Evins Group, LLC and Regional Vice President of the Openwork Texas commercial staffing division, Arlaine Decrevel in her role as Vice President Public Sector will lead and oversee the quality assurance program for the County during the contract term. Openwork's Texas Regional Vice President, Armida Espino, along with key personnel assigned to the County in the Texas region staffing team will follow and implement the quality assurance program and methodology as outlined below.

Openwork's quality assurance program centers on <u>two</u> key areas:

1. The quality of the talent placed in a role at a client.
2. The overall service being provided at every level by Openwork.

At Openwork, our team understands that talent quality and service quality are top considerations for the County. As a staffing service provider, Openwork is dedicated to serving the County as a valued staffing partner and premier client. While dealing with people, there can never be 100% assurance that the talent Openwork provides is always the right match, there are steps the Openwork team will take to ensure the most qualified candidates are presented to the County.

<u>Quality of the Talent</u>:

a. *Assignment Needs Analysis* – includes a proper assessment of the client and open position before searching for available candidates. Openwork's staffing specialists will receive an orientation and training on the County's services, working environment, culture, open position job description, specific requirements, disqualifiers, written presentation, hiring manager interview and candidate selection process.

b. *Candidate Screening* – to ensure a candidate is the right fit for the client, Openwork's staffing specialists will complete all required pre-screening, i.e., video interviewing, skills assessments, reference, background, and other required checks, in person behavioral and situation interviews, talent, and behavioral assessment tools.

c. *Skills assessments* – help to determine a candidate's ability to perform certain tasks or ability to use certain skill sets and their corresponding skill level, mirroring the client's work environment and open position as closely as possible. Openwork can also work with the hiring manager, if desired, to take the test to determine the accuracy and level of quality of the testing system, creating a customized benchmark that candidates must meet before moving forward in the screening process.

d. *Reference, Background and Other Checks* – reference checks will be performed by Openwork's staffing specialists, providing a firsthand account of the candidate's ability to do the specific job. Openwork will run the standard national background checks, as well as any other checks as requested by the client.

e. *Interviews* – Openwork has 50+ years of experience sourcing, interviewing, and selecting qualified candidates. Each staffing specialist sorts through hundreds of resumes and interviews dozens of candidates a week. They know how to ask the right interview questions to assess a candidates' skills, assess how they will perform in a new work environment, and how they handled challenges in past roles.

f. *Talent and Behavioral Assessment Tools* – upon request, Openwork can conduct talent and behavioral assessments to provide deeper insight into a candidate's personality. These tools can reveal a candidate's behaviors, attitudes, personality, expectations, and ability to handle stress or change.

Quality of the Service:

    a. *Quality Control Checks* – include communications via phone or email with County hiring managers, supervisors, and/or Human Resources to monitor each new and ongoing assignment. These checks are typically first and second day arrival calls, end of the first week check-in, and once a month check-in calls by the Openwork Service / Project Manager or Staffing Specialist assigned to the County. Each call includes brief questions that are designed to assist Openwork and the County in securing a successful placement, to address performance or behavioral issues early on, solicit feedback on services provided, respond to any candidate or the County's concerns, and gather information to prepare for any future staffing requests.

    b. *Reporting* – Openwork will monitor various key performance indicators (KPIs) such as duration of assignment, turnover, conversions, and other service quality reports for periodic reviews with the County.

    c. *Surveys* – Openwork depends on surveys and client feedback to assess how well we are meeting client, talent, market, and organizational customer service goals. Surveys, referrals, and social media reviews assist in finding the best areas for improvement and taking quick action to remedy any breakdowns in providing quality of talent and service.

    d. *Performance Reviews* – Openwork will meet with the County team as often as desired to review the service provided. The meeting allows for open and honest dialogue, giving the County and Openwork the opportunity to collaboratively discuss challenges and propose new initiatives for quality improvement.

    e. *Key Performance Indicators (KPIs)* – Openwork will collaborate with the County to communicate and monitor the key performance indicators for each talent placed in a County role. Openwork will use key performance indicators such as time to fill, turnover rates, and conversion rates to measure service quality. KPIs are typically reviewed on a weekly, monthly, and/or quarterly basis.

    f. *Service Level Guarantees* – Openwork will meet or exceed the performance expectations outlined in RFP No.: 24RFP65 Payroll Services for Referred and Existing Labor for Elections for the County.

Communication Plan

Upon execution of an awarded contract, Openwork and the County will set up a kickoff meeting with Openwork's project manager. At the kickoff meeting, the County and Openwork will review all the terms of the contract and discuss:

- How to perform all the tasks outlined in the Contract.
- Deliverables of the Contract.
- Timing and delivery of the Contract deliverables.
- Required forms, such as insurance certificates.
- Contract terms.
- Invoicing requirements.
- Performance monitoring.
- Contract close-out process.

Openwork will communicate via email and phone with the County's Leadership Team. Day to Day activities will be between the County's Leadership Team or designee and Openwork's designee(s) assigned to the County. Any escalation will be sent to the County's Account Manager and Openwork's Contract Manager. On a periodic basis, Openwork's Service / Project Manager(s) will meet with the County's Leadership Team to discuss completed, ongoing, and upcoming projects or research needs via in person or via conference call. More frequent meetings may be required if either the County or Openwork deems them necessary to ensure a project's successful completion.

openwork
Formerly Evins

Proposal for Payroll Services for Referred and Existing Labor for Elections

Section C:
Operational Information Requirements

1.1 Sample of New Hire Paperwork

RFP No.: 24RFP65
Payroll Services for Referred and Existing Labor for Elections

WILCO
TEXAS

openwork
Formerly Evins

Sample Online Onboarding Packet

Welcome to the Openwork Onboarding Process for the Williamson County Elections!

Openwork wants to make the onboarding process as easy as possible for everyone participating as an election worker in the upcoming elections. The onboarding process takes about 10 minutes to complete and will require a computer or smart device with internet access. If you do not have access to the internet or a computer, please let us know and we will assist you in locating a free access point in your area.

Openwork's onboarding process is completed via a secured network portal via our proprietary applicant tracking system called Avionte BOLD. When Openwork receives an application to participate in the Williamson County Elections, a portal specific to each applicant is created so that Openwork can send the required documents necessary to successfully onboard you as an Openwork employee working on behalf of Williamson County elections. These documents, required to meet all Federal, State, and local employment requirements for private employers. These documents include; *Application, I9-Employment Authorization, Pre-screening Authorization, IRS W4 Form, Direct Deposit Information, and Openwork and Williamson County Policies and Procedures.*

Once this portal is created, you will receive a "Welcome" email with login instructions. Please note, the email will be sent to the email you provided to Williamson County during the application process. *If you would like the "Welcome" email to go to an alternate email, please let us know.*

To contact Openwork with any questions or concerns, please feel free to call or email us at:

Phone: (512) 320-8367 or Email: wilco@openwork.com
Please reference code: Wilco Election Worker

Thank you for your time and service, we look forward to working with you!

~ The Openwork Team

How to Complete the I9- Employment Authorization

To successfully complete your on-boarding packet, Openwork, as employer of record, will need one or more of the Acceptable Documents listed below in order to process and payroll any hours worked while on assignment with Williamson County.

Examples of these Acceptable Documents include:

1. <u>One</u> (1) Document from List A; or

2. <u>Two</u> (2) Documents from List B

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)				
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		
4. Employment Authorization Document that contains a photograph (Form I-766)		3. School ID card with a photograph		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
		4. Voter's registration card		
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
		6. Military dependent's ID card		
		7. U.S. Coast Guard Merchant Mariner Card		4. Native American tribal document
		8. Native American tribal document		5. U.S. Citizen ID Card (Form I-197)
		9. Driver's license issued by a Canadian government authority		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		For persons under age 18 who are unable to present a document listed above:		7. Employment authorization document issued by the Department of Homeland Security
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record		

1. The first box that will pop-up in the portal when completing the I9 will ask if you are using a "Preparer or Translator".
    For Parent's (Student Poll Workers 16 Years of Age) you will enter your email address in the box provided. (example below)

    a). Parent's once you enter your email address, you will be redirected to the actual e-document to be completed.

Form I-9 (Rev. 10/21/2019)

If someone is helping you complete the I-9, enter their email address below, otherwise select Continue. You will be navigated to a partner site, Adobe® Sign, to complete your I-9 document.

To complete the Form I-9 (Rev. 10/21/2019), you will be navigated to a partner site, Adobe® Sign.

Preparer/Translator Email Address

[   ]

Once you have completed the forms, you will be redirected back to this site. All forms must be signed when presented.

Cancel   Continue

2. Parent's, you will complete the document for your minor. Enter their name and required information in Section 1.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)*

Last Name *(Family Name)*	First Name *(Given Name)*	Middle Initial	Other Last Names Used *(if any)*
Adams	John	A	N/A

Address *(Street Number and Name)*	Apt. Number	City or Town	State	ZIP Code
123 2nd Street	1	Braintree	MA	20002

Date of Birth *(mm/dd/yyyy)*	U.S. Social Security Number	Employee's E-mail Address	Employee's Telephone Number
10/30/2010	1 2 3 - 4 5 - 6 7 8 9	jadams@email.com	202-111-2222

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

[X] 1. A citizen of the United States

[ ] 2. A noncitizen national of the United States *(See instructions)*

[ ] 3. A lawful permanent resident   (Alien Registration Number/USCIS Number): _____

[ ] 4. An alien authorized to work   until (expiration date, if applicable, mm/dd/yyyy): _____
Some aliens may write "N/A" in the expiration date field. *(See instructions)*

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: _____
        OR
2. Form I-94 Admission Number: _____
        OR
3. Foreign Passport Number: _____
    Country of Issuance: _____

QR Code - Section 1
Do Not Write In This Space

3. Signature of Employee will not be your name or your minor's name. Instead, when the signature box populates, you will type, "Individual Under Age 18".

Signature of Employee *Individual Under Age 18*	Today's Date (mm/dd/yyyy) 04/01/2020

a). Once you click "Apply" in the signature box, an additional e-document will populate. (example below):

Preparer and/or Translator Certification (check one):
☐ I did not use a preparer or translator.   ☑ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator★ Click here to sign	Today's Date (mm/dd/yyyy) 06/23/2023
Last Name (Family Name) ★	First Name (Given Name) ★
Address (Street Number and Name) ★	City or Town ★	State ★	ZIP Code ★

Next

4. Parent's, you will complete the "Preparer and/or Translator certification with your information in the e-document that populates. (example below)

Preparer and/or Translator Certification (check one):
☐ I did not use a preparer or translator.   ☒ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator *Martha Washington*	Today's Date (mm/dd/yyyy) 04/01/2020
Last Name (Family Name) Washington	First Name (Given Name) Martha
Address (Street Number and Name) 123 1st Street	City or Town Charles City	State VA	ZIP Code 20001

5. Then click the blue "Continue" button at the bottom of the screen.

By clicking continue, I acknowledge that I have read and agree to the Adobe Terms of Use. See our Privacy Policy for details on our privacy practices.

Continue

6. You are all set! The I9 has been completed and you will now be redirected to the Avionte Portal to complete the remaining documents.

Openwork Payroll Application for Williamson County

Last Name: _____ **First Name:** _____ **M.I.:** _____

Mailing Address: _____

Email Address: _____ **Phone Number:** _____

Williamson County Election Workers:

Williamson County has contracted with Openwork (openwork.com), to provide payroll processing services for Williamson County election workers. For Openwork to pay Williamson County election workers, you must complete and sign the **Openwork Employee Onboarding Packet**.

This packet includes a short application, employee policies, direct deposit, W-4 Form, and I-9 Form. To process the I-9 form, you must present identification, which is explained in the packet. Once the paperwork is processed, your information is entered into Williamson County's system for eligibility for any future elections.

Weekly Payroll Processing:

1. Openwork employees are paid each Friday for all hours worked and approved for the previous week.
2. Openwork employees have the ability to receive their weekly pay via direct deposit, pay card, or by check. Openwork strongly encourages employees to use direct deposit. To update your direct deposit, you can request a new form electronically to a secured Openwork account to complete online.
3. Openwork employees will be notified of their weekly pay period deposit (if any) via email. Openwork employees can also log in to their online Openwork account to view paystubs for current and prior years, as well as access to W2's (if applicable).
4. For urgent issues that need resolution immediately, Openwork employees on assignment as a poll worker with Williamson County can reach out to Openwork's Round Rock office, or Openwork's payroll department.

Round Rock Office:	(512) 320-8367
Payroll Office:	(512) 615-7805
Email:	wilco@openwork.com

I have read and fully understand the above statements regarding Openwork's agreement to provide payroll processing services for Williamson County election workers. I understand and will comply with Openwork and Williamson County's policies and procedures.

_____   _____

Applicant Signature   Date

Employment Eligibility Verification

Department of Homeland Security

U.S. Citizenship and Immigration Services

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the **Instructions**.

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation:
Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

Last Name (Family Name)	First Name (Given Name)	Middle Initial (if any)	Other Last Names Used (if any)

Address (Street Number and Name)	Apt. Number (if any)	City or Town	State	ZIP Code

Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's Email Address	Employee's Telephone Number

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):

☐ 1. A citizen of the United States

☐ 2. A noncitizen national of the United States (See Instructions.)

☐ 3. A lawful permanent resident (Enter USCIS or A-Number.)

☐ 4. A noncitizen (other than **Item Numbers 2.** and **3.** above) authorized to work until (exp. date, if any)

If you check **Item Number 4.**, enter one of these:

USCIS A-Number	OR	Form I-94 Admission Number	OR	Foreign Passport Number and Country of Issuance

Signature of Employee	Today's Date (mm/dd/yyyy)

If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the Preparer and/or Translator Certification on Page 3.

Section 2. Employer Review and Verification:
Employers or their authorized representative must complete and sign **Section 2** within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

	List A	OR	List B	AND	List C
Document Title 1					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					

		Additional Information
Document Title 2 (if any)		
Issuing Authority		
Document Number (if any)		
Expiration Date (if any)		
Document Title 3 (if any)		
Issuing Authority		
Document Number (if any)		
Expiration Date (if any)		☐ Check here if you used an alternative procedure authorized by DHS to examine documents.

Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.

First Day of Employment (mm/dd/yyyy):

Last Name, First Name and Title of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)

Employer's Business or Organization Name	Employer's Business or Organization Address, City or Town, State, ZIP Code

For reverification or rehire, complete Supplement B, Reverification and Rehire on Page 4.

Form W-4

Department of the Treasury
Internal Revenue Service

Employee's Withholding Certificate

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.
Give Form W-4 to your employer.
Your withholding is subject to review by the IRS.

OMB No. 1545-0074

2024

Step 1:

Enter Personal Information

(a) First name and middle initial	Last name	(b) Social security number

Address

City or town, state, and ZIP code

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to *www.ssa.gov*.

(c) ☐ **Single** or **Married filing separately**

☐ **Married filing jointly** or **Qualifying surviving spouse**

☐ **Head of household** (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, and when to use the estimator at *www.irs.gov/W4App*.

Step 2:

Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Use the estimator at *www.irs.gov/W4App* for most accurate withholding for this step (and Steps 3–4). If you or your spouse have self-employment income, use this option; **or**

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate . . . . ▶ ☐

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

Step 3:

Claim Dependent and Other Credits

If your total income will be $200,000 or less ($400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by $2,000 ▶ $ _____

Multiply the number of other dependents by $500 . . . . . ▶ $ _____

Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here . . . . | **3** | $ |

Step 4 (optional):

Other Adjustments

(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . | **4(a)** | $ |

(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . | **4(b)** | $ |

(c) Extra withholding. Enter any additional tax you want withheld each **pay period** . . | **4(c)** | $ |

I claim exemption from withholding for 2024, and I certify that I meet both of the following conditions for exemption:
1. Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and
2. This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet conditions. select "Exempt" here

Withholding Adjustment for Non-Resident Alien Employees, select "NonResident Alien" here ......

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Step 5:

Sign Here

Form **W-4** (2024)

_____
Employee's signature (This form is not valid unless you sign it.)

Date

Employers Only

Employer's name and address	First date of employment	Employer identification number (EIN)

Talent Handbook

General Handbook Acknowledgement

This employee handbook is an important document intended to help employees become acquainted with Openwork. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. We understand that individual circumstances may call for individual attention.

Because Openwork's operations may change, the contents of this handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this handbook.

I have received and read a copy of Openwork's employee handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of Openwork at any time.

I further understand that my employment is terminable at will, either by myself or Openwork, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no representative of Openwork other than ownership may alter "at will" status and any such modification must be in a signed writing.

I understand that my signature below indicates that I have read and understood the above statements and that I have received a copy of the Openwork's employee handbook.

_____   _____
Employee's Printed Name   **Date**

_____
Employee's Signature

Receipt of Anti-Harassment Policy

I acknowledge that I have received, read, and understand Openwork's Discrimination, Harassment, and Retaliation Prevention Policy. I agree to abide by and be bound by the rules, provisions and standards set forth in Openwork's policy. I further acknowledge that Openwork reserves the right to revise, delete, and add to the provisions of the Discrimination, Harassment and Retaliation Prevention Policy at any time.

_____   _____

Employee's Printed Name   **Date**

_____

Employee's Signature

Health Benefits Acknowledgement

Welcome to Openwork!

As a new employee, you are eligible for our health insurance benefits. If you would like to enroll, you will need to print and complete this form and email it to benefits@openwork.com. Once the completed form is received, you will receive an enrollment email from Employee Navigator providing you with an enrollment link and plan summaries. Any insurances that you elect to enroll in will become active on the 1st of the month following your 60th day of employment. Please verify that your email address is correct in Avionte.

The following pages provide you with an overview of the benefits that are available to you through SBMA insurance. You may enroll yourself, spouse or domestic partner, children. There are three medical plans to choose from plus dental, vision, and hospital indemnity.

Please select one:

☐   I wish to participate in the group health plans offered by Openwork.
☐   I do **NOT** wish to participate in the group health plans offered by Openwork.

I acknowledge that I have been offered health coverage by my employer, Openwork Holdings LLC. I have been provided with a summary of health benefits offered and the employee contribution amount required to receive health coverage.

I also understand that my election enroll in health coverage **cannot** be canceled during the plan year ending on August 31st, unless I experience a qualified life event which allows me to make a midyear election change.

Finally, I understand that if my employment ends with Openwork, my benefits will be canceled, and I will receive COBRA paperwork allowing me to maintain my benefit coverage on my own.

_____   _____
Employee Name   Date

_____
Employee Signature

For questions, please send an email to benefits@openwork.com

SBMA Benefits Guide

ENROLL NOW!

You are eligible for benefits under your employer's open enrollment effective September 1st or the first day of the month following 60 days from your date of hire.

GET YOUR ID CARD IN DAYS
COVERAGE YOU NEED AT A PRICE YOU CAN AFFORD

Medical Coverage

OptimaCare Plus: Covers all preventive services 100%. primary care visits at a $15 copay. Urgent care at a $50 copay and discounts on additional services such as specialist visits, labs and x-rays. This plan also includes virtual health, the MyCare Connect Concierge program and prescription drug benefits.

EliteCare Plus: Covers all preventive services 100% and office visits, urgent care, labs and x rays offered at various copays. This plan also includes virtual health, the MyCare Connect Concierge program and prescription drug benefits.

MV 6500: This plan has a $6,500 individual deductible and covers additional medical services such as emergency room care, hospitalization and inpatient services at reference-based pricing, paying 125% of the Medicare allowable fee schedule. Patients will be balance billed for any amount greater than the Medicare allowable amount. All non-preventive and copay services are subject to the $6,500 deductible. Minimum Value Plans are subject to affordability. Employees will not pay more than the annual affordability rate toward employee only coverage.

Ancillary Coverage

ExtraCare: This supplemental coverage provides specific benefit amounts, in the form of direct payments to members, for additional medical services. Refer to summary page for additional information.

Delta Preventive Dental: Coverage includes diagnostic and preventive services covered 100%.

Delta Dental 1000: Coverage includes 100% diagnostic and preventive services. basic and restorative services at 80% and main services at 50%. Out-of-network services are offered at 80%/50%/50% respectively. There is no coverage for orthodontics.

VSP Vision: Coverage includes comprehensive eye exams at a $10 copay, frame allowances, lenses at a $25 copay or contact lenses at an allowance or covered in full after copay depending on medical necessity.

Benefits At A Glance

Minimum Value Plans (MVP) – SBMA

This plan has a $6,500 individual deductible and covers additional medical services such as emergency room care, hospitalization and inpatient services at reference-based pricing, paying 125% of the Medicare allowable fee schedule. Patients will be balance billed for any amount greater than the Medicare allowable amount. All non-preventive and copay services are subject to the $6,500 deductible. Minimum Value Plans are subject to affordability. Employees will not pay more than the annual affordability rate toward employee only coverage.

Affordable Minimum Value Plan – SBMA	MVP 6500 Medical In-Network
Calendar Year Deductible - Individual - Family	$6,500 $13,000
Out-of-Pocket Maximum (Including Deductible) - Individual - Family	$6,500 $13,000
Office Visit - Primary - Specialist	$50 Copay $50 Copay
Preventive Visits	100% Covered
Inpatient Services	RBP** after Deductible
Outpatient Services	Not Covered
All Additional Covered Services	100% after Deductible
Emergency Room Services (Waived if admitted)	RBP** after Deductible
Urgent Care	100% after Deductible
Prescription Coverage (30-Day Supply)	
Tier 1	$15 Copay
Tier 2	$30 Copay
Tier 3	$50 Copay
Tier 4	$75 Copay
Employee Rates (Per Pay Period)	**Affordable Minimum Value Plan**
Employee Employee + Spouse Employee + Child(ren) Family	Click here or scan the QR code to access the MVP plan rates.

**Reference-Based Pricing (RBP): RBP reimburses providers using a percentage of Medicare coverage as the reference point for the reimbursement total. The MVP 6500 plan pays up to 125% of the Medicare allowable coverage for applicable services. Patients will be responsible for paying any remaining balance beyond the provider reimbursement total. For additional information regarding reference-based pricing, please contact a SBMA representative at 1.888.505.7724 option 2.

Minimum Essential Coverage Plans (MEC) – SBMA

What are Minimum Essential Coverage (MEC) plans?

Minimum Essential Coverage (MEC) fulfills the health insurance criteria outlined by the Affordable Care Act (ACA), granting access to crucial benefits like preventive care, mental health services, and emergency care. While MEC plans typically provide various services and treatments, they may only cover some medical expenses comprehensively.

MEC Medical – SBMA	OptimaCare Plus Plan	EliteCare Plus Plan
Office Visit - Primary - Specialist	$15 Copay Network Discount*	$15 Copay $15 Copay
Preventive Visits	100% Covered	100% Covered
Telemedicine	Included	Included
Labs, X-Rays	Network Discount*	$50 Copay
Emergency Room Services (Waived if admitted)	N/A	N/A
Urgent Care	$50 Copay	$50 Copay
Prescription Coverage (30-Day Supply)		
Tier 1	$0 Copay	$0 Copay
Tier 2	$10 Copay	$10 Copay
Tier 3	$25 Copay	$25 Copay
Tier 4	$50 Copay	$50 Copay
Tier 5	$75 Copay	$75 Copay
Employee Rates (Per Pay Period)		
Employee	$19.95	$36.92
Employee + Spouse	$54.92	$73.85
Employee + Child(ren)	$54.92	$73.85
Family	$82.38	$110.77

*Network Discount: Discounts very based on provider contracts. For services covered at a network discount, members will be responsible for paying the remaining balance after the network discount is applied.

Rate Sheet for the Affordable Minimum Value Plans

MVP 6500 Medical Plan Rates (Weekly Contribution)

Your Hourly Pay Rate					Employee	Employee + Spouse	Employee + Child(ren)	Employee + Family
Tier 1	From	$7.25	to	$7.99	$19.84	$157.14	$157.14	$294.45
Tier 2	From	$8.00	to	$8.99	$21.89	$159.20	$159.20	$296.50
Tier 3	From	$9.00	to	$9.99	$24.62	$161.93	$161.93	$299.24
Tier 4	From	$10.00	to	$10.99	$27.36	$164.67	$164.67	$301.98
Tier 5	From	$11.00	to	$11.99	$30.10	$167.40	$167.40	$304.71
Tier 6	From	$12.00	to	$12.99	$32.83	$170.14	$170.14	$307.45
Tier 7	From	$13.00	to	$13.99	$35.57	$172.88	$172.88	$310.18
Tier 8	From	$14.00	to	$14.99	$38.30	$175.61	$175.61	$312.92
Tier 9	From	$15.00	to	$15.99	$41.04	$178.35	$178.35	$315.66
Tier 10	From	$16.00	to	$16.99	$43.78	$181.08	$181.08	$318.39
Tier 11	From	$17.00	to	$17.99	$46.51	$183.82	$183.82	$321.13
Tier 12	From	$18.00	to	$18.99	$49.25	$186.56	$186.56	$323.86
Tier 13	From	$19.00	to	$19.99	$51.98	$189.29	$189.29	$326.60
Tier 14	From	$20.00	to	$20.99	$54.72	$192.03	$192.03	$329.34
Tier 15	From	$21.00	to	$21.99	$57.46	$194.76	$194.76	$332.07
Tier 16	From	$22.00	to	$22.99	$60.19	$197.50	$197.50	$334.81
Tier 17	From	$23.00	to	$23.99	$62.93	$200.24	$200.24	$337.54
Tier 18	From	$24.00	to	$24.99	$65.66	$202.97	$202.97	$340.28
Tier 19	From	$25.00	to	$25.99	$68.40	$205.71	$205.71	$343.02
Tier 20	From	$26.00	to	$26.99	$68.65	$205.96	$205.96	$343.27
Tier 21	From	$27.00	to	$27.99	$68.65	$205.96	$205.96	$343.27
Tier 22	From	$28.00	to	$28.99	$68.65	$205.96	$205.96	$343.27
Tier 23	From	$29.00	to	$29.99	$68.65	$205.96	$205.96	$343.27
Tier 24	From	$30.00	to	$30.99	$68.65	$205.96	$205.96	$343.27
Tier 25	From	$31.00	and over		$68.65	$205.96	$205.96	$343.27

MVP 6500 Medical Plan Rates (Monthly Contribution)

Your Hourly Pay Rate					Employee	Employee + Spouse	Employee + Child(ren)	Employee + Family
Tier 1	From	$7.25	to	$7.99	$85.96	$680.96	$680.96	$1,275.96
Tier 2	From	$8.00	to	$8.99	$94.85	$689.85	$689.85	$1,284.85
Tier 3	From	$9.00	to	$9.99	$106.70	$701.70	$701.70	$1,296.70
Tier 4	From	$10.00	to	$10.99	$118.56	$713.56	$713.56	$1,308.56
Tier 5	From	$11.00	to	$11.99	$130.42	$725.42	$725.42	$1,320.42
Tier 6	From	$12.00	to	$12.99	$142.27	$737.27	$737.27	$1,332.27
Tier 7	From	$13.00	to	$13.99	$154.13	$749.13	$749.13	$1,344.13
Tier 8	From	$14.00	to	$14.99	$165.98	$760.98	$760.98	$1,355.98
Tier 9	From	$15.00	to	$15.99	$177.84	$772.84	$772.84	$1,367.84
Tier 10	From	$16.00	to	$16.99	$189.70	$784.70	$784.70	$1,379.70
Tier 11	From	$17.00	to	$17.99	$201.55	$796.55	$796.55	$1,391.55
Tier 12	From	$18.00	to	$18.99	$213.41	$808.41	$808.41	$1,403.41
Tier 13	From	$19.00	to	$19.99	$225.26	$820.26	$820.26	$1,415.26
Tier 14	From	$20.00	to	$20.99	$237.12	$832.12	$832.12	$1,427.12
Tier 15	From	$21.00	to	$21.99	$248.98	$843.98	$843.98	$1,438.98
Tier 16	From	$22.00	to	$22.99	$260.03	$855.83	$855.83	$1,450.83
Tier 17	From	$23.00	to	$23.99	$272.69	$867.69	$867.69	$1,462.69
Tier 18	From	$24.00	to	$24.99	$284.54	$879.54	$879.54	$1,474.54
Tier 19	From	$25.00	to	$25.99	$296.40	$891.40	$891.40	$1,486.40
Tier 20	From	$26.00	to	$26.99	$297.50	$892.50	$892.50	$1,487.30
Tier 21	From	$27.00	to	$27.99	$297.50	$892.50	$892.50	$1,487.50
Tier 22	From	$28.00	to	$28.99	$297.50	$892.50	$892.50	$1,487.50
Tier 23	From	$29.00	to	$29.99	$297.50	$892.50	$892.50	$1,487.50
Tier 24	From	$30.00	to	$30.99	$297.50	$892.50	$892.50	$1,487.50
Tier 25	From	$31.00	and over		$297.50	$892.50	$892.50	$1,487.50

Thank you! Once again, welcome to Openwork.

We're so glad you're here!

RFP No.: 24RFP65
Payroll Services for Referred and Existing Labor for Elections

Page 15 of 15

WILCO
TEXAS

openwork Formerly Evins

openwork
Formerly Evins

Proposal for Payroll Services for Referred and Existing Labor for Elections

Section C:
Operational Information Requirements

1.2 Internal Staff

WILCO
TEXAS

openwork
Formerly Evins

Key Personnel

Openwork will be the primary provider of staffing and payroll services for this contract. The Openwork Round Rock Office will serve as the primary resource for RFP No.: 24RFP65 for Referred and Existing Labor for Elections for the County. This office is committed to fulfilling and providing the services described to successfully meet the County's staffing services as requested and required within this RFP. Key personnel are assigned and dedicated to providing best-in-class staffing and payroll services for the County's temporary staffing positions, coordinating with Andrew Collins, the Project Manager for the County. The Austin office will provide additional support to ensure all staffing requests meet the performance expectations for all the County's temporary staffing positions. Regional Vice President, Armida Espino, will be a secondary contact in ensuring the Openwork team succeeds in meeting the County's expectations and implementing Openwork's Quality Assurance Program.

Openwork Texas Region Organizational Chart:
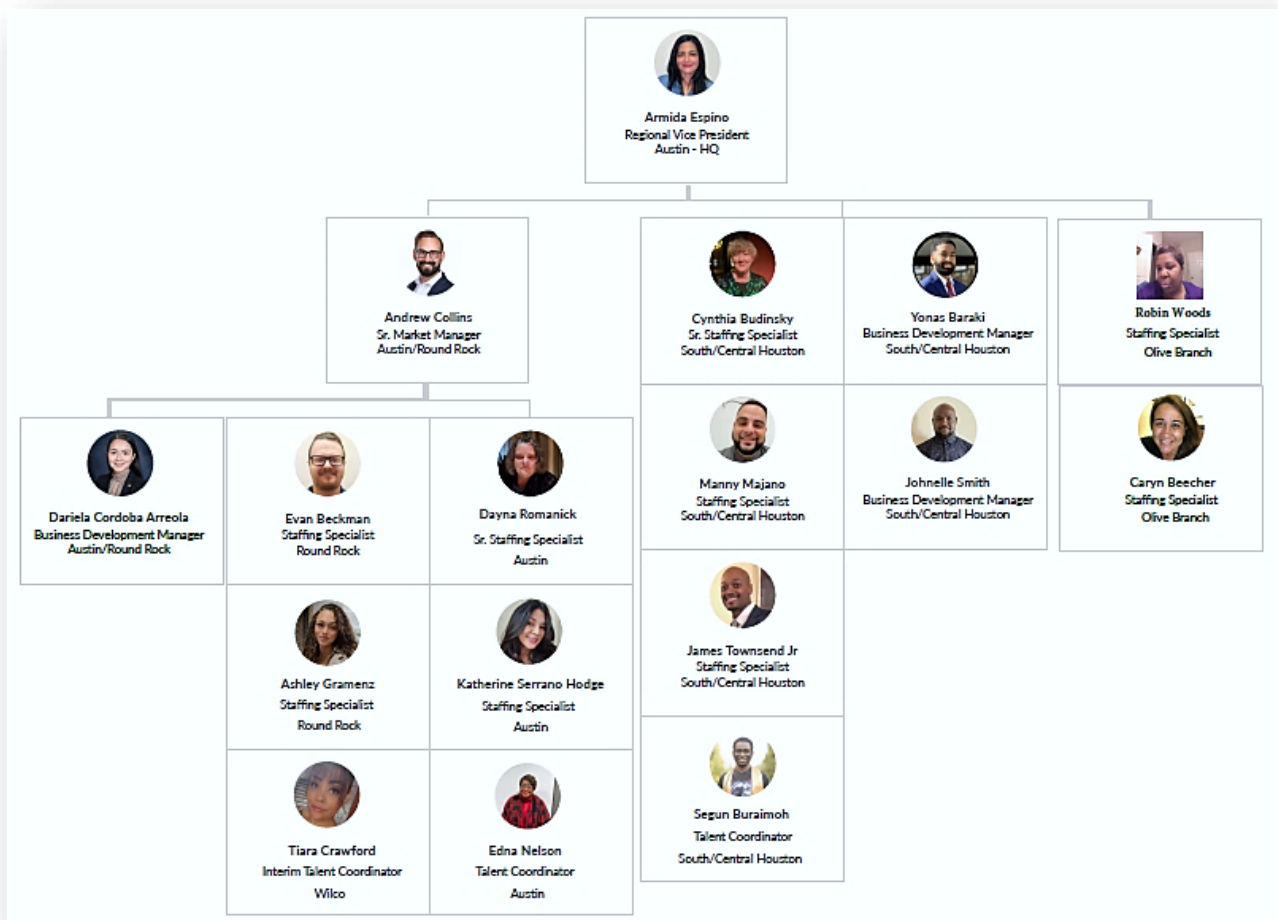
Authorized Agent / Contract Manager:

Arlaine Decrevel, MBA, PHR, SHRM-CP
Vice President Public Sector, Openwork Holdings LLC
7320 North Mopac Expressway, Suite 101, Austin, Texas 78731
Ph: (737) 263-2081
Email: arlaine.decrevel@openwork.com

Ms. Decrevel has 30+ years in sales, marketing, operations, human resources, and strategic management with large Fortune 500 companies, medium to small businesses, non-profits, private and public sector agencies. As former Chief Executive Officer of Evins Group, LLC, she led and fully operated all aspects of the business from sales, marketing, staffing, accounting, payroll, human resources, client management, customer-client-employee relations, contract specifications (including for various government contracts), special project design and implementation while training and mentoring internal teams and branch offices. As Vice President Public Sector, Ms. Decrevel is authorized to negotiate contract terms on behalf of Openwork. She will serve as the primary contract representative, leading and overseeing the client relations and quality assurance program with Openwork's key personnel and the County.

Secondary Point of Contact:

Armida Espino
Regional Vice President, Openwork TX
7320 North Mopac Expressway, Suite 101, Austin, Texas 78731
Ph: (713) 221-7969
Email: armida.espino@openwork.com

Ms. Espino is Regional Vice President, TX for Openwork with 16+ years in the staffing industry, starting her career as a recruiter in California, advancing in multiple roles including client service manager, branch manager, and national sales director with Tandem Staffing, Adecco, and PeopleReady prior to joining the Openwork team. Armida is bilingual, fluent in Spanish and English with a Bachelor of Arts in Political Science from California State University. She is passionate about staffing, connecting top talent with great companies while fostering and growing client accounts. Armida has experience in working successfully with team, talent, clients, and communities to build and grow sustainable long-term staffing partnerships. She is the leader of the Texas Region and will be the secondary contact in servicing the County's contract.

Project / Operations Manager:

Andrew Collins
Sr. Market Manager, Openwork TX
7320 North Mopac Expressway, Suite 101, Austin, Texas 78731
Ph: (512) 285-8531
Email: andrew.collins@openwork.com

Mr. Collins is our Sr. Market Manager with over 7 years of experience in the staffing industry and leads both our Austin and Round Rock branch offices, overseeing the operations, business development, and client relations for the Central and Northern Regions of Texas. Andrew holds two Bachelor of Science degrees in Marketing and Management. He started his staffing career as a Staffing Consultant with Randstad in 2014, quickly progressing to Branch Manager and Market Manager. He also worked for Ultimate Staffing and Beacon Hill Staffing Group, building relationship with local Dallas and Fort Worth, Texas businesses. In addition, Andrew worked with Interactive Resources, an IT and Engineering staffing agency prior to joining Openwork in 2024. He is a committed Project and Operations Manager dedicated in servicing the County's contract.

Openwork's Staffing Specialist Support Team:

Evan Beckman
Staffing Specialist, Openwork TX
1106 South Mays Street, Suite 215, Round Rock, Texas 78664
Ph: (737) 263-2088
Email: evan.beckman@openwork.com

Mr. Beckman has been with Openwork for 3+ years with previous recruiting experience with the Texas Workforce Commission. He has several years of account management, business development, recruiting, and customer service experience. Evan has successfully placed hundreds of candidates in a wide variety of jobs in many different industries. He has been the Lead Project Manager for multiple clients, recruiting, screening, scheduling, and placing employees. Evan is a key staffing specialist supporting the recruiting, onboarding, and payroll functions for the County.

Ashley Gramenz
Staffing Specialist, Openwork TX
1106 South Mays Street, Suite 215, Round Rock, Texas 78664
Ph: (737) 219-8472
Email: ashley.gramenz@openwork.com

Ms. Gramenz has been with Openwork since 2022 with several years of experience in the staffing industry as a full cycle recruiter, skilled in sourcing, interviewing, onboarding, and managing large pools of candidates and job order placements. She has recruited, hired, trained, and managed teams, understanding the management of personnel issues, and building strong client partnerships is a key asset in finding the right talent for our clients. She is highly knowledgeable of customer service and call center environment, including health insurance, wellness programs, handling complaints, and educating talent and clients on policies, benefits, and services. Ashley is a key staffing specialist supporting the recruiting, onboarding, and payroll functions for the County.

Tiara Crawford
Interim Talent Coordinator, Openwork TX
1106 South Mays Street, Suite 215, Round Rock, Texas 78664
Ph: (512) 882-3132
Email: tiara.crawford@openwork.com

Ms. Crawford joined the Openwork team in 2024 as a dedicated resource for the Round Rock office in onboarding election workers for Williamson County. She is actively seeking a bachelor's degree in psychology from Weber State University with a 3.5 GPA and on track to complete her degree in 2025. Tiara loves solving problems and working with people. She previously worked as a Loan Specialist with USAA for 2 years and has 5+ years of experience as a Loss Mitigation Specialist with Exeter Finance and 2+ years' experience as a Recruiting Manager with Focus Staffing Agency. Tiara's strong interpersonal skills and empathy in working with diverse groups of people is a key asset for the County.

Dayna Romanick
Senior Staffing Specialist, Openwork TX
7320 North Mopac Expressway, Suite 101, Austin, Texas 78731
Ph: (737) 263-2089
Email: dayna.romanick@openwork.com

Ms. Romanick has successfully led a variety of client recruitment projects with Openwork for over 10 years. She has 25+ years of experience in successful sourcing, candidate generation, screening resumes, interviewing and placement for multiple positions in the great Austin area and beyond. Her responsibilities include sourcing candidates in the IT, Financial, Legal, Contact Centers, Human Resources, Management, and Administrative fields. Dayna has successfully serviced multiple contracts, including the scope of work expectations like the County. She is the lead recruiter in the Austin office and quality assurance manager for the staffing specialists assigned to service the County contract. She plays a vital role in the testing of qualified candidates, proofreading resumes, composing presentation emails, coordinating interviews, background screening, I-9 and E-Verify, reference checking and qualifying candidates.

Katherine Serrano
Staffing Specialist, Openwork TX
7320 North Mopac Expressway, Suite 101, Austin, Texas 78731
Ph: (512) 285-8534
Email: katherine.serrano@openwork.com

Ms. Serrano has experience recruiting for prestigious clients like Tesla, Microsoft, Amazon, and Samsung with Power Labor USA prior to joining the Openwork team in 2024. Katherine is bilingual in Spanish/English graduating with a Bachelor of Arts in Public Relations from the Universidad Francisco Gavidia, holding Talent Acquisition Certificates from the Human Resources Credentialing Institute (HRCI), and currently completing her Bachelor of Science in Human Resources Management from the Lake Washington Institute of Technology. She has a successful history of expanding candidate pools by using multiple recruitment tools and communication platforms fostering an inclusive and diverse talent network. Her experience in recruiting and managing highly skilled candidates at all levels generates timely qualified placements with our clients. Katherine is dedicated and committed to providing the best possible candidate and client experience for the County.

Edna Nelson
Talent Coordinator, Openwork TX
7320 North Mopac Expressway, Suite 101, Austin, Texas 78731
Ph: (737) 263-2099
Email: edna.nelson@openwork.com

Ms. Nelson has been a part of the Openwork team for 7+ years, starting as a receptionist and now as part of the recruitment team as a Talent Coordinator for the Austin Office. She schedules candidates, manages the applicant flow in the office, onboards talent, coordinates the interviews with staffing specialists and talent, and conducts background screening, E-Verify and other compliance checks to qualify and prepare for placement in client open positions. Ms. Nelson will play a key role in successfully onboarding and pre-qualifying County candidates.

Additional Staffing Specialist Support Teams:

Cynthia Budinsky
Senior Staffing Specialist, Openwork TX
4740 Dacoma Street, Suite D, Houston, Texas 77092
Ph: (713) 929-9650
Email: cynthia.budinsky@openwork.com

Ms. Budinsky has served over 10+ years leading the Central Houston Office as Senior Staffing Specialist for Openwork. She leads the Central Houston Office's customer service, coordinating the recruitment, payroll, and placement of qualified talent for the Greater Houston area. Cynthia is the Lead Project Manager in the Houston area with a successful history of providing outstanding service, support, and top talent for multiple locations throughout Texas.

Manny Majano
Staffing Specialist, Openwork TX
4740 Dacoma Street, Suite D, Houston, Texas 77092
Ph: (713) 929-9755
Email: manny.majano@openwork.com

Mr. Majano is a recruitment professional who joined Openwork in 2021. He has more than 10+ years of experience in personnel management and more than three years' experience in hiring and staffing. He is a full cycle staffing specialist responsible for screening, interviewing, and recruiting new talent for Greater Houston and surrounding areas. Manny is bilingual, fluent in English and Spanish. He is a key staffing specialist in servicing the Greater Houston areas, including staffing support for remote markets in Texas, including for the County.

James Townsend, Jr
Staffing Specialist, Openwork TX
4740 Dacoma Street, Suite D, Houston, Texas 77092
Ph: (713) 929-9358
Email: james.townsend@openwork.com

Mr. Townsend joined the Openwork team in 2022 as a Talent Coordinator and was promoted to Staffing Specialist in 2023. James is a full cycle recruiter in commercial staffing, proactively sourcing, networking, and attracting incredibly talented pools of candidates for high volume clients in light industrial, customer service, administrative, manufacturing, production, and more. James is a dedicated staffing specialist, committed to providing best-in-class service, readily available and able to support the County contract.

Caryn Beecher
Staffing Specialist, Openwork TX
4740 Dacoma Street, Suite D, Houston, Texas 77092
Ph: (713) 221-221-7981
Email: caryn.beecher@openwork.com

Ms. Beecher is a full-cycle Staffing Specialist, responsible for the day-to-day high volume recruiting initiatives with 5+ years of experience in the staffing industry. Caryn identifies qualified candidates through various recruiting and sourcing tools, using social media strategies to build creative outreach campaigns for job seekers. She performs high touch customer service activities for talent and clients, timely responding to messages and performing weekly employee check-ins and client quality assurance calls. Caryn has experience as the Lead Staffing Specialist for the Olive Branch and Houston Offices, placing highly qualified candidate across the State of Texas and Mississippi. She joined the Openwork team in 2023. She will play a key role in supporting and ensuring the selection process exceeds the County's staffing expectations.

Segun Buraimoh
Talent Coordinator, Openwork TX
4740 Dacoma Street, Suite D, Houston, Texas 77092
Ph: (713) 221-7968
Email: segun.buraimoh@openwork.com

Mr. Buraimoh joined the Openwork team in 2023 as a Talent Coordinator and recent graduate from the University of Texas at Dallas in Richardson, Texas. As a student, Segun successfully learned and performed a wide range of recruitment activities as the University's Gym Supervisor, he recruited, onboarding, trained, and improved staffing workflows that enhanced daily gym operations. As Student Ambassador he played a vital role to promote the University through volunteer and fund-raising events, participating in two recruitment cycles for the Alumni and Annual Giving Program, interviewing candidates to join each year. Segun also served as Executive Chair for Internal Affairs Committee, supervising a group of Ambassadors, facilitated social events, and created The North Star Mentorship Program. He will serve as a committed support specialist and Talent Coordinator for the County.

Openwork Payroll Organizational Chart:
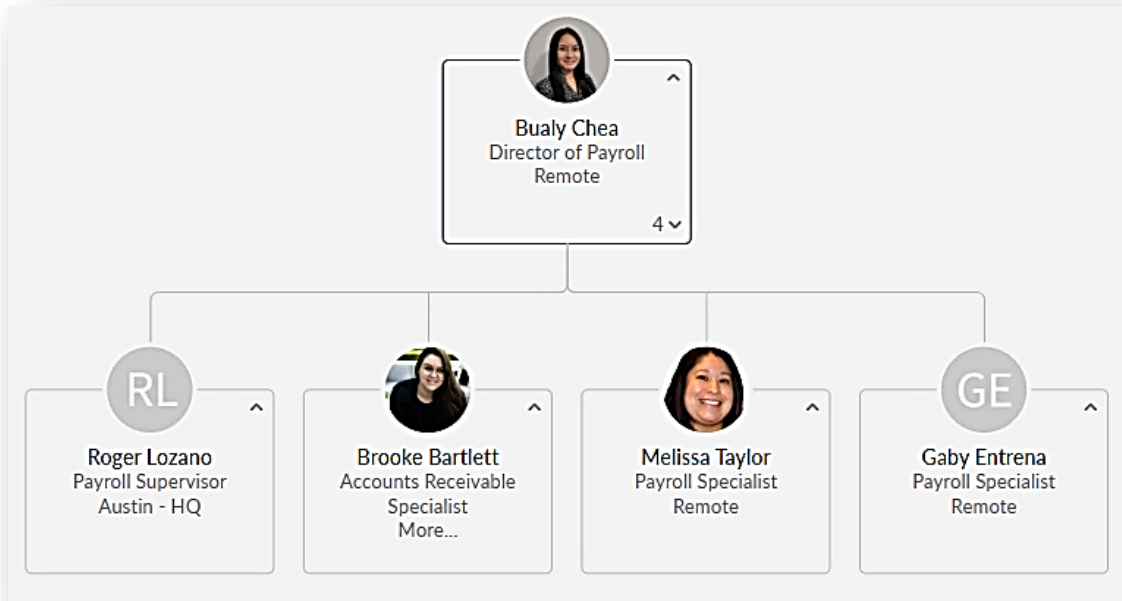
Bualy Chea
Payroll Director, Openwork Corporate
Ph: (512) 885-3530
Email: Payroll@openwork.com

Ms. Chea joined Openwork in 2022 with 15+ years of experience in the staffing industry, finance, and payroll. She started in staffing as a payroll specialist for three years before becoming an assistant controller and payroll project manager for 13 years prior to joining Openwork as Payroll Director. Ms. Chea leads Openwork's payroll team, ensuring detailed accuracy in the processing of payroll and invoicing for field employees and clients. She will oversee the payroll process and is the accounting contact for the County's invoices.

Roger Lozano
Payroll Supervisor, Openwork Corporate
Ph: (737) 263-2104
Email: roger.lozano@openwork.com

Mr. Lozano is bilingual, fluent in Spanish and English, and has been with Openwork for over 30 years, starting in as a payroll clerk and currently as Payroll Supervisor, processing payroll for all Openwork Texas, Georgia, Mississippi, and South Carolina regions. Roger supervises two payroll clerks and a payroll department that processes an average of 5,000+ temporary employee payroll each week. His responsibilities include ensuring the accuracy of the payroll and invoicing process. He is the primary Payroll Consultant for the County's contract.

Gaby Entrena
Payroll Specialist, Openwork Corporate
Ph: (512) 285-8541
Email: gaby.entrena@openwork.com

Ms. Entrena joined the Openwork payroll team in 2024 as a Payroll Specialist. Gaby is bilingual in Spanish and English, graduating Magna Cum Laude with a Bachelor of Science from Armstrong State University in 2016. She started her career in the staffing industry as a Payroll Specialist with Hire Dynamics, later acquired by EmployBridge in 2020 processing payroll for two of their largest clients Walmart and Cellular Sales. Her experience includes payroll processing for over 2,300 employees and 115 accounts prior to her joining Openwork. She is a dedicated Payroll Specialist committed to serving the payroll needs at the highest levels for the County.

Melissa Taylor
Payroll Specialist, Openwork Corporate
Ph: (512) 789-0978
Email: melissa.taylor@qsnurses.com

Ms. Taylor worked for Ascend National Healthcare Staffing as a Sr. Payroll Specialist for 12 years prior to joining the Openwork payroll team in 2022. Her primary responsibility is processing payroll and serving our QS Healthcare talent and clients, but when needed, she graciously contributes her time, skills, and experience in supporting the overall payroll team for Openwork. Melissa is a key support payroll specialist for all of Openwork and is a dedicated resource in processing payroll for the County.

Brooke Bartlett
Accounts Receivable Specialist, Openwork Corporate
Ph: (737) 263-2100
Email: brooke.bartlett@openwork.com

Ms. Bartlett joined the Openwork team as an Accounts Receivable Specialist in 2023, previously working as a Premium Accounting Analyst with Amwins, managing multiple accounting books for Accounts Payables and Receivables. Her expertise is problem solving and attention to detail, a perfect combination to assist in the coordination of working with multiple teams, clients, and departments. Brooke brings high energy to her role. She thrives in using her skills in accounting, administration, and communication to bring only the best customer service to every client she works with. Brooke is dedicated to working with the payroll team to provide timely and accurate invoicing and accounting principles for the County.

Other Key Personnel

Michelle Seelbinder, SHRM-CP, CSP
Human Resources Director, Openwork Corporate
Ph: (512) 615-5084
Email: HR@openwork.com

Ms. Seelbinder joined Openwork in 2023 with experience in the staffing industry and human resources. Ms. Seelbinder provides Openwork with guidance and support with employee relations, worker's compensation, safety, performance improvement, labor and employment law best practices, health benefits and all other related human resource management for Openwork's internal and field employees. Michelle and her HR team will provide human resource support as needed for qualified talent working with the County.

Recruiting and Supplementary Staff

Openwork maintains a robust staff of experienced recruiters in all our offices in Austin, Houston, and Round Rock Texas. We have local staffing specialists working in our Austin office, in addition to specialized human resources and support services available across Openwork to assist with the staffing, recruiting, HR, and payroll needs for the County. We are continuously adding experienced staffing specialists and market managers to our team. We have a robust internal training and succession planning program in place that includes cross-functional development between internal departments, sales, service, accounting, payroll, and human resources to ensure that at any time we have a change in personnel we have a seamless transition of services provided for our clients. We believe every client should receive the best service from every member of our team. For the County there will be an enhanced training and orientation on our service agreement so that any member of Openwork can assist the County with immediate staffing, recruiting, or payroll needs and requests. Openwork has the talent, staff, expertise, training, knowledge, and resources to fully staff the County's positions, including remote workers, as a prime staffing services provider.

openwork
Formerly Evins

Proposal for Payroll Services for Referred and Existing Labor for Elections

Section C:
Operational Information Requirements

1.3 Verification of Ability

August 15, 2024

Barbi Hageman
Senior Purchasing Specialist
Williamson County Purchasing Department
100 Wilco Way, Suite P101
Georgetown, Texas 78626

RE: RFP No.: 24RFP65 for Payroll Services for Referred and Existing Labor for Elections for Williamson County
Verification of Ability to Provide Comprehensive Payroll Services

Ms. Hageman,

Openwork confirms and verifies that it can provide comprehensive payroll services to include accumulations, tabulations, and payment for services of completed weekly pay periods. Openwork processes all payroll in-house at our Headquarter office in Austin, Texas utilizing our Staffing and Recruiting Applicant Tracking Software, Avionte BOLD. Avionte calculates all of our employees gross-to-net earnings. With our in-house processing, we are also able to process multiple payroll cycles immediately. In 2023, we paid approximately 10,000 employees across our three corporate divisions, Openwork, Aerospace, and QS Healthcare.

We are confident that Openwork can meet the County's comprehensive payroll expectations and requirements and look forward to a continuous payroll processing experience.

Sincerely,

Arlaine Decrevel, MBA, PHR, SHRM-CP
Vice President Public Sector
Openwork Holdings, LLC

www.openwork.com

openwork
Formerly Evins

Proposal for Payroll Services for Referred and Existing Labor for Elections

Section C:
Operational Information Requirements

1.4 Verification of Accounting

WILCO TEXAS

openwork
Formerly Evins

August 15, 2024

Barbi Hageman
Senior Purchasing Specialist
Williamson County Purchasing Department
100 Wilco Way, Suite P101
Georgetown, Texas 78626

RE: RFP No.: 24RFP65 for Payroll Services for Referred and Existing Labor for Elections for Williamson County Verification of Accounting for All Applicable State and Federal Taxes

Ms. Hageman,

Openwork confirms and verifies that it accounts for all applicable state and federal taxes, to include annual required tax documents and complies with all relevant laws and regulations. Our third-party provider, Automatic Data Processing (ADP), processes all our payroll taxes weekly, monthly, quarterly, and annually. They also file our state and federal taxes including state withholding, federal payroll taxes, FICA, SUTA, FUTA, 941's, 940's, and our annual returns including W2's and W3.

We are confident that Openwork can meet the County's comprehensive payroll expectations and requirements and look forward to a continuous payroll processing experience.

Sincerely,

Arlaine Decrevel, MBA, PHR, SHRM-CP
Vice President Public Sector
Openwork Holdings, LLC

www.openwork.com

openwork Formerly Evins

Proposal for Payroll Services for Referred and Existing Labor for Elections

Section C:
Operational Information
Requirements

1.5 Cancelled or Terminated Clients

August 15, 2024

Barbi Hageman
Senior Purchasing Specialist
Williamson County Purchasing Department
100 Wilco Way, Suite P101
Georgetown, Texas 78626

RE: RFP No.: 24RFP65 for Payroll Services for Referred and Existing Labor for Elections for Williamson County Cancelled or Terminated Clients

Ms. Hageman,

Openwork confirms and verifies that it does not have any canceled or terminated clients within the past 12 months.

Sincerely,

Arlaine Decrevel, MBA, PHR, SHRM-CP
Vice President Public Sector
Openwork Holdings, LLC

www.openwork.com

openwork
Formerly Evins

Proposal for Payroll Services for Referred and Existing Labor for Elections

Section C:
Operational Information Requirements

1.6 Pay Period

RFP No.: 24RFP65
Payroll Services for Referred and Existing Labor for Elections

WILCO
TEXAS

openwork
Formerly Evins

Pay Period

Openwork field employees are paid weekly. Upon receipt of approved time sheets to our payroll department on Monday by 5:00pm CT, each employee with hours worked in the previous week will be paid on Friday. The work week for Openwork starts on Sunday and ends on Saturday.

Sample Pay Period Calendar

September 2024

		August '24	October '24
		S M T W T F S	S M T W T F S
		1 2 3	1 2 3 4 5
		4 5 6 7 8 9 10	6 7 8 9 10 11 12
		11 12 13 14 15 16 17	13 14 15 16 17 18 19
		18 19 20 21 22 23 24	20 21 22 23 24 25 26
		25 26 27 28 29 30 31	27 28 29 30 31

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Work Week Starts	**2** *Labor Day Holiday* Approved Timesheets Due by 5:00pm CT Week Ending 8/31/24	**3** Payroll Processing Verification/Error Check	**4** Final Payroll Processing Direct Deposit Issued	**5** Reconciliation Reports Client Invoicing	**6** **PayDay**	**7** Work Week Ends
8 Work Week Starts	**9** Approved Timesheets Due by 5:00pm CT Week Ending 9/7/24	**10** Payroll Processing Verification/Error Check	**11** Final Payroll Processing Direct Deposit Issued	**12** Reconciliation Reports Client Invoicing	**13** **PayDay**	**14** Work Week Ends
15 Work Week Starts	**16** Approved Timesheets Due by 5:00pm CT Week Ending 9/14/24	**17** Payroll Processing Verification/Error Check	**18** Final Payroll Processing Direct Deposit Issued	**19** Reconciliation Reports Client Invoicing	**20** **PayDay**	**21** Work Week Ends
22 Work Week Starts	**23** Approved Timesheets Due by 5:00pm CT Week Ending 9/21/24	**24** Payroll Processing Verification/Error Check	**25** Final Payroll Processing Direct Deposit Issued	**26** Reconciliation Reports Client Invoicing	**27** **PayDay**	**28** Work Week Ends
29 Work Week Starts	**30** Approved Timesheets Due by 5:00pm CT Week Ending 9/28/24	**31** Payroll Processing Verification/Error Check	**1** Final Payroll Processing Direct Deposit Issued	**2** Reconciliation Reports Client Invoicing	**3** **PayDay**	**4** Work Week Ends
5 Work Week Starts	**6** Approved Timesheets Due by 5:00pm CT Week Ending 8/31/24	Notes				

openwork Formerly Evins

Proposal for Payroll Services for Referred and Existing Labor for Elections

Section C:
Operational Information
Requirements

1.7 Processing Period

Payroll Processing

The payroll-processing function is responsible for paying employees for services and benefits. All non-exempt employees are required to complete accurate weekly time reports with time worked. These records are required by governmental regulations and are used to calculate regular and overtime pay. At the end of each week, employees and their supervisors must sign off on their electronic time sheet attesting to its correctness. The payroll department will then process the timesheet for payroll.

Standard Processing Time

Employees are paid each Friday for hours worked the previous week. Approved payroll documentation received on Monday before 5:00pm CT for the previous week will be paid on Friday. Approved payroll documentation received late (after Monday before 5:00pm CT) will be paid within as soon as practical, generally within 1-2 business days if received without errors. Every attempt will be made to ensure that hours worked for the prior week will be paid on Friday.

While Openwork strongly encourages all employees to use direct deposit, employees have the option of being paid via direct deposit, pay card, or by checks. Employees will be notified of their weekly pay via email. Employees can also log in to their Openwork online account to view paystubs for current and prior years as well as access annual W2's.
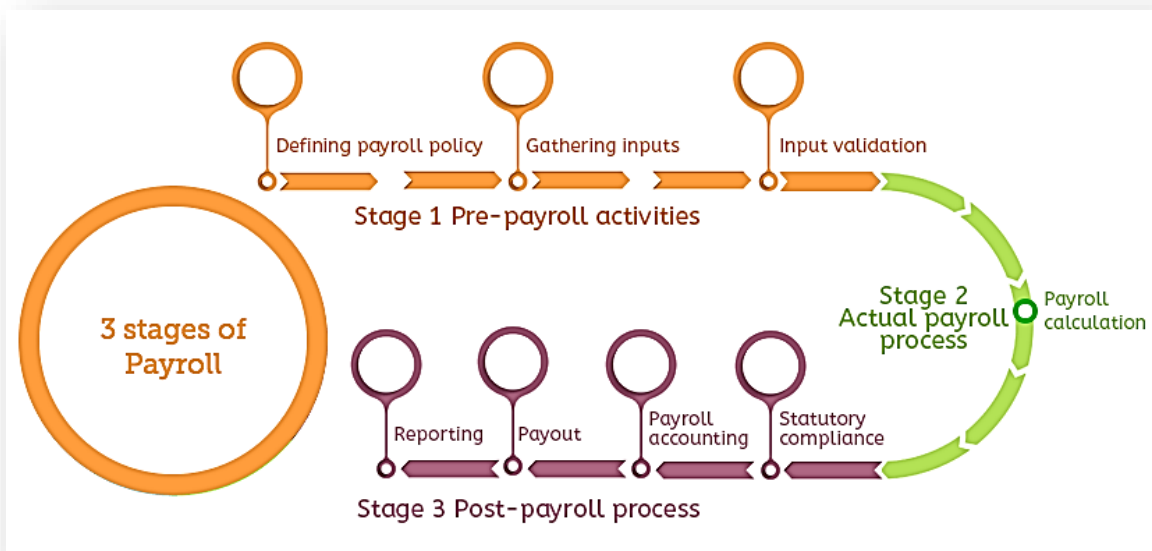
Sample Payroll Processing Workflow

1. **Onboarding Employees –** employee name, address, Social Security number, federal, and state tax withholding.
2. **Gathering Employee Data** – hours worked, pay rate, overtime, holiday time, or bonuses.
3. **Validate Employee Data** – verify and review for accuracy or errors.
4. **Calculation of Employee Payroll** – calculate total gross wages, deductions, and net wages.
5. **Prepare Payroll Reports** – employee, department, earnings, deductions, or any other relevant information.
6. **Prepare W-2's** – tax forms used to report wages and taxes withheld for each employee.
7. **Prepare Quarterly and Annual Payroll Tax Reports** – submit compliant tax forms, Form 940, or Form 941.
8. **Reconcile Payroll Accounts** – ensure all payroll accounts accurately reflect the payments made to employees and any deductions or taxes withheld.

Electronic Timekeeping / Reconciliation

Openwork can utilize any timekeeping system as directed by the client, including paper timecards, a sign-in sheet, or imported via a Client's timekeeping system. If requested by the client, Openwork can also implement a convenient e-time entry, approval, and submission system through the Avionte BOLD software platform. Any hours submitted by an Openwork employee on assignment requires approval by the County each Monday before 5:00pm for the previous work week. The County will be billed based on hours that have been approved and e-signed by a supervisor or pre-approved County representative.
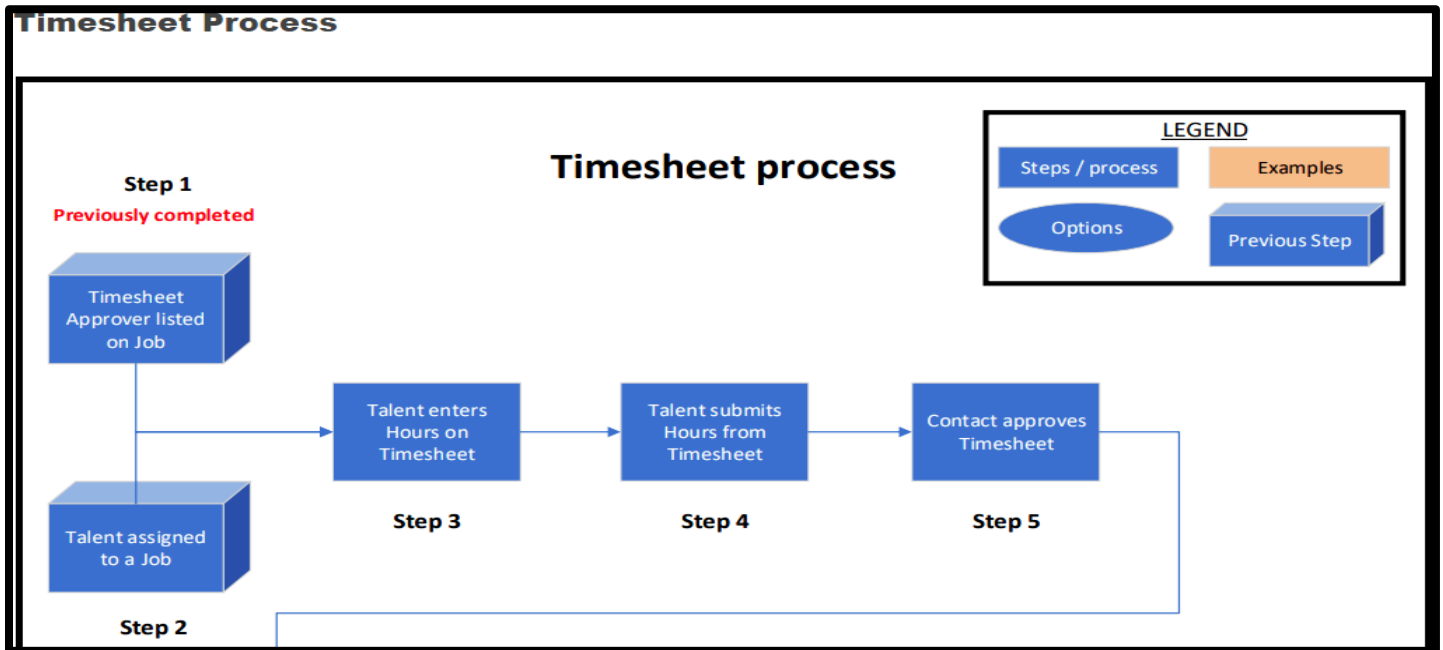
You can also review whether the contractor has submitted Events, Notes, Expenses, or Leave.

The Hiring Manager will **Approve Timesheet** or **Reject Timesheet** allowing them to include notes if necessary.

Note: Any notes saved on the Timesheet, whether from the Talent or Timesheet Approver/Hiring Manager, will be visible to each other.

Option A: Avionte Portal

1. Log into Avionte': https://BUILDNAME.myavionte.com/staff/login.aspx

> *If this your first time in Avionte', you will be receiving an email from the email address notifications@myavionte.com with login instructions (as seen below). If you are a returning manager, please use the same login credentials.

From: Avionté <notifications@myavionte.com>
Sent: Monday, April 6, 2020 3:15 PM
To: Email@email.com
Cc: EmailCC@email.com
Subject: Account Created for: First/Last Name

Dear John Locke,

A new account has been created for you.

To login, please go to: https://_____.myavionte.com/staff/login.aspx and use your email address: Email@email.com as your user name and your password is: Username . You will be prompted to change this at your first login.

You will receive an automated email from COMPAS when a contractor submits hours for approval.
If you need assistance, please contact your representative:

Your
Email
Signature
Goes
Here

Delivered by Avionté

2. Once logged in, you will land on your MyAvionte' page. From here, the Manager Overview Widget will include Timesheets awaiting approval, requisitions that are currently pending, and active contracts.

> a. Click on the number next to 'Your Timesheets waiting for approval' to be brought to your timesheet list.

Manager Overview (as of 8/20/21 9:36 AM)

Your Timesheets waiting for approval	0
Your Jobs Currently Pending	0
Your Jobs Currently Active	0
Pending Expense Reports	0
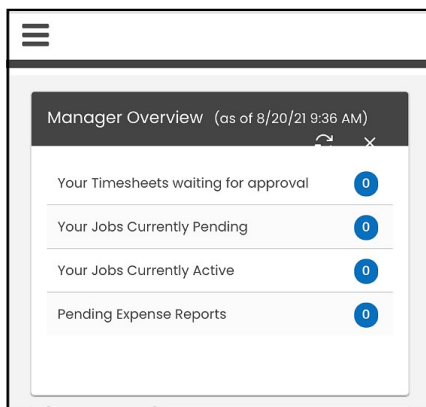
3. Click the Timesheet Tab, you can view all Openwork temporary employee timesheets awaiting approval.

4. In approving time, Managers can either Approve or Reject time. If time is rejected, the Openwork temporary employee will receive an email to resubmit the timesheet.

Option B: Email

5. Timesheet can also be reviewed, accepted, or rejected through the email that is received when the Openwork temporary employee submits their time.

Arya Stark's Time Sheet Submitted

NR Avionté <notifications@myavionte.com>
To Michael Reis

Dear Gary Lewis, Mike Mike, Michael Michael,

Arya Stark's time sheet has been submitted and is waiting for your approval.

You can use the buttons below to immediately APPROVE or REJECT the timesheet. If you wish to review the timesheet first, please log in to Avionté.

Timesheet Overview

Job Title: Forklift Operator
Total Hours: 23.75
Straight Hours: 23.75
Overtime Hours: 0
Doubletime Hours: 0
Week Ending: 8/1/2021

Timesheet Details

Monday: 7:45 AM – 4:15 PM (Breaks: 11:00 AM – 11:30 AM)
Tuesday: 8:00 AM – 4:45 PM (Breaks: 12:30 PM – 1:00 PM)
Wednesday: Didn't Work
Thursday: 8:30 AM – 5:30 PM (Breaks: 11:30 AM – 1:00 PM)
Friday: Didn't Work
Saturday: Didn't Work
Sunday: Didn't Work

Notes:
Added Thursday hours

[Reject Timesheet]   [Approve Timesheet]

6. Up to five (5) approvers can be assigned to each employee to be sure there is someone available to approve an Openwork employee's time.

7. Each location an Openwork employee works is assigned a separate timesheet to submit to the assigned hiring manager for approver, including multiple approvers and locations within a work week.

8. Openwork's work weeks start on Sunday and end on Saturday.

9. Timesheets can be submitted by Openwork temporary employees and approved by the County hiring managers with internet access, including mobile devices.

10. Timesheet Manuals for Openwork temporary employees and County hiring managers are provided.

Payment Terms

Each invoice will be accompanied by documentation that the County may reasonably request to support the invoice amount. Openwork will submit invoices electronically to the County's designated department via email for payment. The County will, within thirty (30) days from the date it receives an invoice and supporting documentation, approve or reject the amount reflected in the invoice. If the County approves the amount or any portion of the amount, the County will promptly pay Openwork the amount approved so long as Openwork is not in default under this RFP. If the County rejects any invoice amount, the County will give Openwork specific reasons for its rejection in writing. The County will not incur a penalty for late payment if the payment is made in 30 or fewer days from receipt of services for all uncontested invoices. Accounts past due are subject to an interest charge of 1.5% per month. If an account is referred to an attorney for collection, the County will be notified in writing and requested to pay the reasonable attorney's fees and court costs incurred by Openwork.

Invoicing

Openwork will provide electronic copies of weekly invoices, reconciled with approved e-time sheets. Weekly invoices will include:
- Invoice #
- Purchase Order #
- Applicable project numbers
- Location
- Week ending date
- Summary of hours worked and cost for each day of the week, and TOTAL hours and cost for the week.
- Backup documentation for reconciliation with each invoice
- Daily timesheet report that includes:
    o Date
    o Employees Name
    o Position Contracted
    o Hourly Rate
    o In/Out/Break Times
    o Number of Hours Worked
    o Any OT / Holiday (rate and hours worked)
    o Total Hours
    o Total Pay
    o Electronic Signature by the Employee and the County's Department Representative
    o Grand Total hours and pay that corresponds to invoice totals.

Openwork offers payments through electronic funds transfer via an automated clearing house system (ACH). Openwork will provide banking information to the County in writing on Openwork letterhead signed by an authorized representative of Openwork prior to the first payment. Any changes to Openwork's bank information will be communicated to the County at least thirty (30) days before the effective date of the change along with a signed W-9 by an authorized representative of Openwork.

Invoices will be emailed to accountspayable@wilco.org or mailed to Accounts Payable:

Williamson County Auditor's Office
Accounts Payable Department
710 S Main, Suite 301
Georgetown, TX 78626

openwork Formerly Evins

INVOICE

ACCOUNT #	INVOICE #	INVOICE DATE
68010	30020404	01/19/2024

Openwork LLC

PO Box 33365
San Antonio, TX 78265

PAYMENT TERMS

Net 30 Days

ACCOUNT BILLED:

Department Name: Williamson County Elections

Williamson County
Attn: Accounts Payable
710 S Main, Suite 301
Georgetown, TX 78626

WEEK ENDING DATE	NAME	DESCRIPTION	ASSIGN ID	TYPE	HOURS	RATE	AMOUNT
01/06/2024	Schillaci, Valerie [Ref #:, PO #:TCNTY0000049283]	Elections Judge	674536	Reg	20.00	$103.65	$2,073.00
01/13/2024	Nguyen, Zachary V [Ref #:Consultants, PO #:TCNTY0000049283]	Elections Clerk	683631	Reg	6.75	$24.30	$164.03
01/13/2024	Schillaci, Valerie [Ref #:, PO #:TCNTY0000049283]	Elections Judge	674536	Reg	27.75	$103.65	$2,876.29

Total This Week Worked:	**$5,113.32**
Subtotal	**$5,113.32**
Sales Tax	**$0.00**
Total	**$5,113.32**

PLEASE DETACH AND RETURN WITH YOUR PAYMENT

INVOICE NUMBER	ACCOUNT NUMBER	ACCOUNT NAME	PAYMENT DUE DATE	AMOUNT DUE	PLEASE ENTER AMOUNT PAID
30020404	68010	Williamson County	Net 30 Days	$5,113.32	

PLEASE SEND PAYMENT TO:

Openwork LLC

PO Box 33365
San Antonio, TX 78265

Company: Williamson County
Manager Name: Samantha Kealoha

Consultant Name: Valerie Schillaci
Date Range: 12/31/2023 - 1/6/2024
Job Title: Election Judge

Time Details

	Total ST: 20		Total OT: 0		Total DT: 0		
	Sun 12/31	**Mon 1/1**	**Tue 1/2**	**Wed 1/3**	**Thu 1/4**	**Fri 1/5**	**Sat 1/6**
In:	--	--	9:00 AM	9:00 AM	3:00 PM	8:30 AM	--
Out:	--	--	12:00 PM	10:00 PM	10:00 PM	4:30 PM	--
ST:	0	0	3	6	4	7	0
OT:	0	0	0	0	0	0	0
DT:	0	0	0	0	0	0	0
Breaks:				12:00 PM - 7:00 PM	4:00 PM - 7:00 PM	12:00 PM - 1:00 PM	

Timesheet Submission Note:

No Mileage

Hours Log

User Name	Action	Log Date	Notes
Valerie Schillaci	Saved	1/8/2024 1:00:59 PM	
Valerie Schillaci	Submitted	1/8/2024 1:01:00 PM	
Valerie Schillaci	Note Added	1/8/2024 1:01:00 PM	
Anna Brewster	Approved	1/17/2024 9:35:14 AM	
Service User	Paid	1/17/2024 9:35:16 AM	
Service User	Invoiced	1/17/2024 9:35:17 AM	

Powered by Avionte

openwork Formerly Evins

Company: Williamson County
Manager Name: Cesar Temorres

Consultant Name: Zachary Nguyen
Date Range: 1/7/2024 - 1/13/2024
Job Title: Election Clerk

Time Details

Total ST: 6.75   **Total OT: 0**   **Total DT: 0**

	Sun 1/7	Mon 1/8	Tue 1/9	Wed 1/10	Thu 1/11	Fri 1/12	Sat 1/13
In:	--	--	--	10:15 PM	10:30 PM	11:00 PM	12:00 AM
Out:	--	--	--	10:45 PM	11:15 PM	12:00 AM	10:15 PM
ST:	0	0	0	0.5	0.75	1	4.5
OT:	0	0	0	0	0	0	0
DT:	0	0	0	0	0	0	0
Breaks:							12:30 AM - 1:45 PM 2:30 PM - 2:45 PM 4:00 PM - 5:30 PM 6:00 PM - 8:00 PM 9:15 PM - 10:00 PM

Timesheet Submission Note:

Hours Log

User Name	Action	Log Date	Notes
Zachary Nguyen	Saved	1/14/2024 10:56:49 PM	
Zachary Nguyen	Submitted	1/14/2024 10:56:50 PM	
Kaylee Stephenson	Approved	1/15/2024 8:07:29 AM	
Service User	Paid	1/15/2024 8:07:36 AM	
Service User	Invoiced	1/15/2024 8:07:37 AM	

Powered by Avionte

openwork Formerly Evins

Company: Williamson County
Manager Name: Samantha Kealoha

Consultant Name: Valerie Schillaci
Date Range: 1/7/2024 - 1/13/2024
Job Title: Election Judge

Time Details

Total ST: 27.75   **Total OT: 0**   **Total DT: 0**

	Sun 1/7	Mon 1/8	Tue 1/9	Wed 1/10	Thu 1/11	Fri 1/12	Sat 1/13
In:		9:00 AM	9:00 AM	9:00 AM	9:00 AM	10:00 AM	10:00 AM
Out:		1:00 PM	3:45 PM	9:15 PM	3:15 PM	11:00 PM	1:30 PM
ST:	**0**	**4**	**5**	**5.5**	**4.75**	**5**	**3.5**
OT:	**0**	**0**	**0**	**0**	**0**	**0**	**0**
DT:	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Breaks:			11:00 AM - 12:45 PM	10:45 AM - 11:15 AM 1:00 PM - 7:15 PM	10:45 AM - 12:15 PM	1:00 PM 9:00 PM	

Timesheet Submission Note:

Location District 8

Hours Log

User Name	Action	Log Date	Notes
Valerie Schillaci	Saved	1/15/2024 10:46:52 AM	
Valerie Schillaci	Submitted	1/15/2024 10:46:52 AM	
Valerie Schillaci	Note Added	1/15/2024 10:46:52 AM	Location district 8
Anna Brewster	Approved	1/17/2024 9:35:52 AM	
Service User	Paid	1/17/2024 9:35:59 AM	
Service User	Invoiced	1/17/2024 9:36:00 AM	

Powered by Avionte

openwork Formerly Evins

openwork Formerly Evins

Proposal for Payroll Services for Referred and Existing Labor for Elections

Section C:
Operational Information Requirements

1.8 Customized Payroll Reports

Customized Payroll Reports

Employee payroll reports offer detailed information about each employee's pay period, including hours worked, taxes withheld, and benefits deducted. These reports offer transparency about compensation and deductions. Payroll reports typically include the following information:

- Employee wages
- Employee hours worked
- Withheld federal income tax amounts
- Withheld state income tax amounts
- Medicare tax
- Social Security tax
- Reported tips
- Unemployment taxes
- Any other withheld tax amounts

Depending on the reported information, Openwork can provide customized reporting. Avionte, our ATS software, can be queried for detailed information requested. Standard reports include check registers, pay stubs, invoice registers, client statements, and more. Customized reports available for the County include an analysis of the County's costs by year, total number of employees onboarded, by date, by total, and employee count by year.

Sample Reports

Query Reports

DisplayName	Value	
Branch (Transaction)	South Austin	
Date Type	Accounting Period Date	Run Query
Start Date	07/29/2024	
End Date	08/04/2024	
SSN		
Customer Name	williamson county	
Employee ID	%	

☐ Select All

BillToName	DepartmentName	EmployeeID	BoldTalentID	EmployeeName	SSN	IsW2	EmployeeStatus	EmployeeAddressStreet1	EmployeeAddressStreet2	EmployeeAddress
Williamson Count	Williamson County	250502	80092874	Adair, Dwight R.	466-	☑	Active	11511 Queens Way		Austin
Williamson Count	Williamson County	250502	80092874	Adair, Dwight R.	466-	☑	Active	11511 Queens Way		Austin
Williamson Count	Williamson County	250502	80092874	Adair, Dwight R.	466-	☑	Active	11511 Queens Way		Austin
Williamson Count	Williamson County	316194	97690652	Allen, Paula Jane	369-	☑	Applicant	1702 Primrose Ln		Leander
Williamson Count	Williamson County	316194	97690652	Allen, Paula Jane	369-	☑	Applicant	1702 Primrose Ln		Leander
Williamson Count	Williamson County	316194	97690652	Allen, Paula Jane	369-	☑	Applicant	1702 Primrose Ln		Leander

Check Register Report

Affiliate: Openwork LLC.

For	Period From:	07/29/24 - 08/04/24	Date Type:	Check Date	SSN: %
	Employee Type:	All	Sort By:	Employee Name	
	Customer ID:	%	Customer Name:	%williamson county	
	Branch:	Wilco Elections			

Branch : South Austin

Employee Name:	G, Michaella R	Gross Amount:	$150.00	Is DD: Y
SSN:	xxxxx4197	Total Taxes:	$11.48	
Check Number:	588249	Total Deductions:	$0.00	
Check Date:	08/02/24	Net Check:	$138.52	

Week Worked	Customer - Department	Type	Units	Pay Rate	Total Pay
7/19/2024 - 7/25/2024	Williamson County Elections - Williamson County Inner Loop Annex	Reg	7.50	$20.00	$150.00

Tax Name	Taxable Gross	Tax Amount	Deduction Type	Amount	Benefit Type	Amount
Federal Income Tax	$150.00	$0.00				
FICA EE	$150.00	$9.30				
MED EE	$150.00	$2.18				

Bank Name	Acc Type	Routing #	Account #	Amount	Accrual Plan	Acc Units	Dep Units	Balance
Wells Fargo	Checking	111900659	560263XXXX	$138.52				

Subtotal - Wilco Elections

Type	Units	Total Pay
Reg	7.50	$150.00
	7.50	**$150.00**

Tax Name	Taxable Gross	Tax Amt.
Federal Income Tax	$150.00	$0.00
FICA EE	$150.00	$9.30
MED EE	$150.00	$2.18
		$11.48

Branch Summary - Wilco Elections			
+Gross Amount	$150.00	No. of Checks	1
+Agency Amount	$0.00	No. of Employees	1
-Taxes	$11.48	No. of Agency	0
-Deductions	$0.00	Benefits	$0.00
Net Amount	$138.52	Accruals	0.00
		Depleted Units	0.00

RFP No.: 24RFP65

Payroll Services for Referred and Existing Labor for Elections

Report Total

Transaction Type	Pay Unit	Total Pay
Reg	7.50	$150.00
	7.50	**$150.00**

Tax Name	Taxable Gross	Tax Amount
Federal Income Tax	$150.00	$0.00
FICA EE	$150.00	$9.30
MED EE	$150.00	$2.18
		$11.48

Summary			
+Gross Amount	$150.00	No. of Checks	1
+Agency Amount	$0.00	No. of Employees	1
-Taxes	$11.48	No. of Agency	0
-Deductions	$0.00	Benefits	$0.00
Net Amount	$138.52	Accruals	0.00
		Depleted Units	0.00

RFP No.: 24RFP65

Payroll Services for Referred and Existing Labor for Elections

Affiliate: Openwork LLC.

For	Period From :	07/29/24 - 08/04/24		Date Type :	Accounting Period Date	SSN :	%		Group By:	Branch	Show Summary:	False
	Bank :	All | All										
	Branch :	Wilco Elections										

Payee Name	Ck.#	Ck.Date	Gross Amn't	Fed'l Taxes	FICA	MED	State Taxes	Other Taxes	Garn.	Health Insur.	Other	Net Check	DD	Ck. Status
Branch : Wilco Elections														
G, Michaella R	588678	08/09/24	$90.00	$0.00	$5.58	$1.31	$0.00	$0.00	$0.00	$0.00	$0.00	$83.11	Y	Regular
Subtotal - Wilco Elections														
Employee Count: 1 Check Count: 1			**$90.00**	**$0.00**	**$5.58**	**$1.31**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$83.11**		

	Openwork LLC. Total		
+ Gross Amount	$90.00	No. of Checks	1
+ Agency Pay	$0.00	No. of Employees	1
- Taxes	$6.89	Fed'l Taxes	$0.00
- Deductions	$0.00	FICA	$5.58
Net Amount	$83.11	MED	$1.31
		State Taxes	$0.00
		Other Taxes	$0.00

Page 1 of 2 Printed By: Bualy.C

For the Period From : 07/29/24 - 08/04/24

Payroll Journal Report

Printed On : 8/9/2024 11:56:54 AM

RFP No.: 24RFP65
Payroll Services for Referred and Existing Labor for Elections

Page 4 of 8

openwork Formerly Evins

For	Period From:	07/29/24 - 08/04/24	Date Type:	Accounting Period Date		
	CustomerName:	%williamson county	Show Summary:	False	Include Burden Factor:	True
	Branch:	Wilco Elections				

Employee Name	Acct. Period Date	Job Title	Paid Hrs.	Billed Hrs.	Gross Wages	Employer Taxes	W.C & G.L.	Agency Cost	Total P/R Cost

Branch : Wilco Elections

Customer: Williamson County Elections   **Department: Williamson County Inner Loop Annex**

Assignment ID:686978

| D, Dennis J | 08/04/24 | Warehouse - Field Technician | 0.00 | 0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |

Assignment ID:687872

| K, Nicholas C | 08/04/24 | Warehouse - Field Technician | 0.00 | 0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |

Assignment ID:689930

| Z, Laura Y | 08/04/24 | Warehouse - Support | 0.00 | 0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |

Assignment ID:690087

| D, David | 08/04/24 | Warehouse - Support | 0.00 | 0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |

Assignment ID:690088

| S, Cameron | 08/04/24 | Warehouse - Support | 0.00 | 0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |

Assignment ID:690247

| O, Megan | 08/04/24 | Warehouse - Support | 0.00 | 0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |

Assignment ID:690357

| A, William A | 08/04/24 | Warehouse - Support | 0.00 | 0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |

Assignment ID:690358

| C, Yakeline | 08/04/24 | Warehouse - Support | 0.00 | 0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |

Assignment ID:690359

| H, Janet M | 08/04/24 | Warehouse - Support | 0.00 | 0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |

Assignment ID:690362

| M, Peggy M | 08/04/24 | Warehouse - Support | 0.00 | 0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |

Assignment ID:690363

| P, Loganathan | 08/04/24 | Warehouse - Support | 0.00 | 0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |

Assignment ID:690364

| R, Gloria C | 08/04/24 | Warehouse - Support | 0.00 | 0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |

Assignment ID:690545

| C, Cathy J | 08/04/24 | Field Technician | 0.00 | 0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |

Assignment ID:690550

| C, Glenn E | 08/04/24 | Field Technician | 0.00 | 0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |

Assignment ID:690552

| B, Jesse G | 08/04/24 | Field Technician | 0.00 | 0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |

openwork Formerly Evins

Employee Name	Acct. Period Date	Job Title	Paid Hrs.	Billed Hrs.	Gross Wages	Employer Taxes	W.C & G.L.	Agency Cost	Total P/R Cost
Assignment ID:692867									
S, Chuck L	08/04/24	Warehouse - Support II	0.00	0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Assignment ID:692869									
F, Emilia I	08/04/24	EV Primary Runoff Deputy May 28th	0.00	0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Assignment ID:692879									
F, Richard E	08/04/24	EV Primary Runoff Clerk May 28th	0.00	0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Assignment ID:692886									
G, Delvin L	08/04/24	EV Primary Runoff Clerk May 28th	0.00	0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Assignment ID:692887									
S, Patricia A	08/04/24	EV Clerk April 18th	0.00	0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Assignment ID:692888									
B, Laureen R	08/04/24	EV Primary Runoff Deputy May 28th	0.00	0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Assignment ID:692891									
F, Erin E	08/04/24	EV Primary Runoff Clerk May 28th	0.00	0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Assignment ID:692892									
E, Robert L	08/04/24	Field Technician	0.00	0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Assignment ID:692893									
S, Chuck L	08/04/24	Field Technician	0.00	0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Assignment ID:692940									
B, Linda E	08/04/24	EV Primary Runoff Clerk May 28th	0.00	0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Assignment ID:692942									
J, Yvon R	08/04/24	EV Ballot Board Clerk 5/24	0.00	0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Assignment ID:692944									
M, Brenda K.	08/04/24	EV Primary Runoff Clerk May 28th	0.00	0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Assignment ID:692946									
M, Barbara	08/04/24	EV Ballot Board Clerk 5/24	0.00	0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Assignment ID:692947									
M, Ania J	08/04/24	EV Primary Runoff Clerk May 28th	0.00	0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Assignment ID:692948									
M, JOHN C	08/04/24	EV Ballot Board Clerk 5/24	0.00	0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Assignment ID:692949									
R, Judith L	08/04/24	Warehouse - Support II	0.00	0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Assignment ID:692950									
S, Cameron	08/04/24	Field Technician	0.00	0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Assignment ID:692952									
W, Darlena E	08/04/24	EV Ballot Board Judge 5/24	0.00	0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Assignment ID:693016									
S, Jessica	08/04/24	EV Ballot Board Judge 5/24	0.00	0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Employee Name	Acct. Period Date	Job Title	Paid Hrs.	Billed Hrs.	Gross Wages	Employer Taxes	W.C & G.L.	Agency Cost	Total P/R Cost
Assignment ID:692636									
W, Darlena E	08/04/24	Ballot Board Primary Runoff May 28th	0.00	0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Assignment ID:692638									
Y, Barbara F	08/04/24	Ballot Board Primary Runoff May 28th	0.00	0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Assignment ID:692675									
C, Karen Y	08/04/24	Ballot Board Judge May 4th	0.00	0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Assignment ID:692676									
F, Dorothy A	08/04/24	Central Count Judge	0.00	0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Assignment ID:692951									
S, Jessica	08/04/24	Ballot Board Judge May 4th	0.00	0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total for Williamson County Elections			0.00	0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total for Wilco Elections									
39			4.50	4.50	$90.00	$8.65	$0.03	$0.00	$98.68

Openwork LLC. Total	
No. of Customers	1
No. of Employees	39
+ Gross Wages	$90.00
+ Employer Taxes	$8.65
+ W.C & G.L	$0.03
+ Agency Cost.	$0.00
+ Employer Contribution	$0.00
Total P/R Cost :	$98.68

Taxes Summary Report

For	Period From:	07/29/24 - 08/04/24		Date Type:	Accounting Period Date
	Supplier:	All			
	Branch:	Wilco Elections			
	Tax Name:	%			
	Show FFCRA Tax:	False	Show Local Taxes:	False	

Staffing Company: Openwork LLC.

FEIN:852080179

Taxing Juris	Gross Wages	Subject Wages	Taxable Wages	Tax Amount
Federal				
Federal Income Tax	$90.00	$90.00	$90.00	$0.00
FICA EE	$90.00	$90.00	$90.00	$5.58
FICA ER	$90.00	$90.00	$90.00	$5.58
FUTA ER	$90.00	$90.00	$90.00	$0.54
MED EE	$90.00	$90.00	$90.00	$1.31
MED ER	$90.00	$90.00	$90.00	$1.31
Total Federal				**$14.32**
Texas				
TEXAS SUI ER	$90.00	$90.00	$90.00	$1.22
Total Texas				**$1.22**

Grand Total		
Tax Name	**Tax Amount**	**Employee Count**
FICA EE	$5.58	1
FICA ER	$5.58	1
FUTA ER	$0.54	1
MED EE	$1.31	1
MED ER	$1.31	1
TEXAS SUI ER	$1.22	1
Total	$15.54	1

Page 1 of 2 Printed By: Bualy.C

For the Period From 07/29/24 - 08/04/24

Taxes Summary Report

Printed On : 8/9/2024 11:54:56 AM

RFP No.: 24RFP65
Payroll Services for Referred and Existing Labor for Elections

openwork Formerly Evins

Page 8 of 8

Proposal for Payroll Services for Referred and Existing Labor for Elections

Section D:
Price Proposal

Bill Rates and Fees

Openwork has an internal Controller who manages the accounting process and financial statement preparation within QuickBooks and reviews the financial statements with an outside CPA firm annually. Openwork also has a Director of Payroll who manages the entire payroll and billing process and ensures the accuracy of the information being gathered and processed within our software system used to process payroll and billing, Avionte.

Openwork uses a quick and easy e-time entry, approval, and submission system through the Avionte BOLD Applicant Tracking System (ATS) platform. Any hours submitted by an Openwork employee on assignment require approval by the client each Monday before 5:00pm for the previous work week. The County will be billed based on hours that have been approved and signed by a supervisor. Training and materials on Avionte's e-time card approval process and login portal instructions will be provided by Openwork to designated departments and temporary employees assigned to a position with the County.

Payment for hours in excess of 40 hours worked per week will be calculated at an overtime (OT) rate. Overtime will be pre-approved by the County at 1.5x the straight-time hourly pay rate and billed at 1.5x the straight-time hourly bill rate. Any request by the County to modify this rate or request an Openwork temporary to work after hours in excess of 40 hours per week will be pre-approved and mutually agreed upon by the County and Openwork's authorized representatives. County observed holidays, if pre-approved and applicable, will be paid at 1.5x the straight-time hourly pay rate and billed at 1.5x the straight-time hourly bill rate.

Payrolling Rate

Positions	Percent Markup	Hourly Bill Rate
All Williamson County Election Workers	27%	Hourly Pay Rate x 1.27

Conversion Fees

Openwork invests considerable resources in attracting, evaluating, and hiring our assigned employees to the County. The County agrees that it will not, without Openwork's written consent, transfer to another entity's payroll, or perform services for the County while on the payroll of any person or firm other than Openwork during 600 hours of temporary employment on each assignment with the County.

There are no additional charges to convert an Openwork temporary employee to the County's payroll after 600 hours of temporary employment for each assignment. During this 600-hour period, Openwork is responsible for the employee's salary and statutory costs such as FICA, Withholding, SUTA, FUTA, Worker's Compensation Insurance, and ACA compliance. Should the County decide to convert an Openwork employee to the County prior to completing 600 hours on assignment with the County, there will be an agreed upon non-solicitation of the Openwork employee to apply directly to the County prior to the completion of 600 hours. Overtime hours are excluded from total hours worked when calculating conversion hours.

If the County is interested in converting an Openwork employee, the County will notify Openwork at least two weeks in advance of making an offer to hire the Openwork employee, contingent upon any conversion fees or remaining hours worked under 600 hours of temporary employment for each assignment. Should the County determine to convert an Openwork assigned employee to the County's payroll prior to completing the 600 hours of temporary employment with the County, Openwork will use the conversion fee schedule below to calculate the conversion fee for each Openwork employee who converts to the County prior to 600 hours of temporary employment on assignment with the County.

Conversion Fee Schedule:

Hours Worked For You Under This Agreement	Total Conversion Fee (Annual Salary/Projected One Year Earnings)
0 - 299	25%
300 - 399	20%
400 - 499	15%
500 - 699	10%
Over 600	0%

Fee Modifications

Openwork guarantees the fees set forth in this proposal and reserves the right to request a raise the bill rate at time or renewal of if any of the following occur:

a. An increase in the consumer price index; an increase in payroll taxes or other increase in our underlying burden or costs; changes in applicable laws; or the character and/or nature of the business or assignment changes.

b. Required minimum wage rates, prevailing wage laws, or mandatory benefit requirements related to the employment of temporary employees.

If the County hires an Openwork employee presented to the County within a period of one year (12 months) after they were presented for a County position through Openwork, during the term of this contract, and works for the County as an independent consultant or through another staffing service or outsourcing company, the County agrees to pay Openwork, without a guarantee, a placement fee of 25% of the positions Annualized Gross Income.

Additional Services:

In addition to providing Payrolling Services, Openwork offers:

- **Temporary-to-Hire Staffing**: This flexible approach can be used for project work, unpredictable workloads, or other short-term needs. It can also be used as a way to determine if your new employee is a good fit before hiring them directly (something we call "temp-to-hire").

- **Direct Hire Recruiting**: Looking to fill a long-term need with a sustainable workload? We can help you recruit direct hires as permanent employees. They'll function just like your other employees, but we'll take on all the heavy lift of finding you the perfect fit.

- **Onsites**: We can place a dedicated manager at your location to oversee the entire administration of your temporary workforce. From facilitating trainings to monitoring employee performance, that's a lot of work off your plate!

- **Managed Service Provider**: We act as a central point of coordination and accountability for your temporary employees to improve talent sourcing, selection, retention, and productivity. Streamline your staffing services by letting us handle all staffing vendors for you!

openwork
Formerly
Evins

Proposal for Payroll Services for Referred and Existing Labor for Elections

Section D:
Price Proposal

a. Appendix A

COST PROPOSAL APPENDIX A

THIS FORM MUST BE COMPLETED AND RETURNED WITH PROPOSAL

The undersigned Respondent, having become familiar with this RFP agrees to furnish the services and/or goods in accordance with this RFP at the following rate(s).

Mark-up percentage per hour for each position specified
27   %

Mark-up shall be based on the hourly rate provided by Williamson County on Appendix B herein.

Name and Address of Respondent: _____Openwork LLC_____

Telephone: (737) 263-2081_____   Email address: arlaine.decrevel@openwork.com_____

Signature: _____

Printed Name: __Arlaine Decrevel, MBA, PHR, SHRM-CP_____

Title: _____Vice President Public Sector_____

openwork
Formerly Evins

Proposal for Payroll Services for Referred and Existing Labor for Elections

Section D:
Price Proposal

b. Appendix B

Payroll Services for Referred and Existing Labor

Item	Position Name	Hourly Pay
1	Supervisor Early Voting (EV)	$17.00
2	Alternate Supervisor (EV)	$15.00
3	Clerks (EV)	$15.00
4	Student Clerks (EV)	$15.00
5	Judge Elections Day (ED)	$17.00
6	Alternate Judge (ED	$15.00
7	Clerks (ED)	$15.00
8	Student Clerks (ED)	$15.00
9	Field Techs EV and ED	$17.00
10	Central Count Judge	$17.00
11	Central Count Alternate Judge	$15.00
12	Central Count (Inside)	$15.00
13	Central Count (outside)	$15.00
14	Central Count (Team Leader Outside)	$15.00
15	Public Test	$15.00
16	Judge Early Voting Ballot Board (EVBB)	$17.00
17	Alternate Judge (EVBB)	$17.00
18	Clerks (EVBB)	$17.00
19	Warehouse	$15.00 - $20.00
20	Data Entry/Scanning	$15.00
21	Phone Banks	$15.00
22	Delivery Fee	$25.00

openwork
Formerly Evins

Proposal for Payroll Services for Referred and Existing Labor for Elections

Section E:
References and Similar Contracts

openwork
Formerly Evins

Proposal for Payroll Services for Referred and Existing Labor for Elections

Section E:

a. References

References

Openwork has experience and references with projects similar in size and scope with the available necessary personnel, skills, qualifications, facilities, and equipment required to fulfill all requirements set forth in RFP No.: 24RFP65 Payroll Services for Temporary Labor for the Elections Department for Williamson County.

Below includes the name, address, telephone number and email address of the primary contact for at least three (3) government, or like type organizations, that have utilized similar services within the last three (3) years.

Project Overview:
Williamson County wishes to utilize a payroll service agency to process payroll checks for referred and existing temporary employees working elections held throughout the year. The utilization of temporary staff will fluctuate depending on the size of each election held and will be utilized on an as-needed basis.

Project Objectives:
Provide payroll processing for the positions and assignments listed in Appendix B and/or additional staffing on an as needed basis on the spot during Election events for a four-year (4) initial term, with two (2) one-year renewals.

Project Criteria:

Minimum Requirements
   a. Allow and accept employee documentation within 24 hours of hire;
   b. Maintain paperwork for all employees whether assigned or not as they may be utilized at any time (time sheets, new hire, paperwork, etc.);
   c. Physically be present at Elections Department to assist new hires with questions and the hiring process during central counting operations on Election night only. (Estimated 4-7 days per year);
   d. Provide ability to submit and receive new hire paperwork both electronically and in paper form;
   e. Provide the ability to have customized payroll items, such as:
      1.1. Paychecks
      1.2. List line items on pay stub as provided on a customized timesheet
      1.3. Ability to process payroll based on multiple project numbers (i.e. multiple elections worked) during same pay period.
   f. Provide options for both direct deposit and check submittal of payment;
   g. Provide reports coinciding with agency Pay Dates for election personnel which include each employee's name, position worked, project code, hourly pay rate, regular and overtime hours, gross pay, pay date, and report that includes each employee's gross pay, taxes, and percent markup cost;
   h. Provide the ability to verify check has or has not been cashed;
   i. Provide the ability for Elections Administrator or designated representative to view/verify payment processing status;
   j. Provide Payroll services including processing of Federal Payroll Taxes, Unemployment Insurance, and quarter/annual tax reporting, and W2 reporting. Post payroll reports that include the actual markup cost for each position, to include FICA.

Preferred Requirements
   a. Verify mailing addresses on time sheets of employees prior to mailing paycheck;
   b. Receive list of approved workers/pay rates from the Elections Administrator or designated representative;
   c. Timesheets will be reviewed, processed, and submitted for approval to the Elections Administrator or designated representative. Any corrections will be issued after approval by the Elections Administrator or designated representative.

Project Criteria:
Preferred Requirements (Continued…)
d. Provide ability for web-based, remote accessible portal for Elections to submit time sheets and payroll information to successful vendor. Within the system the Elections Administrator or designated representative should:
• Have the ability to run reports regarding payroll information;
• Have the ability to verify check has or has not been cashed;
• Have the ability to view/verify payment processing status;
e. Provide comprehensive payroll services to include accumulations, tabulations, and payment for services of completed weekly pay periods;
f. Accounting for all applicable state and federal taxes, to include annual required tax documents.

Reference No. 1:	
Client Company Name:	**Harris County**
Contact Name #1:	Paulette Davis
Title:	Human Resources Director, Resources for Children and Adults
Address:	1001 Preston St #670, Houston, TX 77002
Phone:	Office: (713) 394-4165 / Cell: (713) 206-6997
Email:	Paulette.Davis@harriscountytx.gov
Contact Name #2:	Gloria Williams
Title:	Director Human Resources, Tax Assessors Office
Address:	1001 Preston St #670, Houston, TX 77002
Phone:	Office: (713) 274-8055
Email:	Gloria.Williams@tax.hctx.net
Dates of Service:	2002 – Present
Services Provided:	Temporary, Temporary to Hire, Internship, Direct Hire, and Payroll Services

Reference No. 2:	
Client Company Name:	**Travis County**
Contact Name #1:	Michael Montecalvo
Title:	Tax Office Manager
Address:	2433 Ridgepoint Drive, Austin, TX 78754
Phone:	Office: (512) 854-4253 / Cell: (512) 854-4868
Email:	Michael.Montecalvo@traviscountytx.gov
Contact Name #2:	Monica Johns
Title:	Senior Office Manager
Address:	2433 Ridgepoint Drive, Austin, TX 78754
Phone:	Office: (512) 854-4372 / Cell: (512) 587-5341
Email:	Monica.Johns@traviscountytx.gov
Dates of Service:	1999 – Present
Services Provided:	Temporary, Temporary to Hire, Internship, Direct Hire, and Payroll Services

Reference No. 3:	
Client Company Name:	**City of Austin**
Contact Name #1:	Mona Allen
Title:	Program Manager II, Human Resources
Address:	6800 Burleson Rd, Suite 310, Austin, TX 78744
Phone:	Office: (512) 972-5099 / Cell: (512) 765-3474
Email:	Mona.Allen@austintexas.gov
Contact Name #2:	Corey Greenwood, SHRM-CP
Title:	Events and Exhibitor Services Manager
Address:	500 East Cesar Chavez St, Austin, TX 78701
Phone:	Office: (512) 404-4213
Email:	Corey.Greenwood@austintexas.gov
Dates of Service:	2020 – Present
Services Provided:	Temporary, Temporary to Hire, Direct Hire, and Payroll Services

Reference No. 4:	
Client Company Name:	**Employees Retirement System of Texas**
Contact Name #1:	Meghann Robinson
Title:	Benefits Counseling Manager
Address:	200 East 8th Street, Austin, TX 78701
Phone:	Office: (512) 867-7455
Email:	Meghann.Robinson@ers.texas.gov
Contact Name #2:	Kraig Heinzel
Title:	Member Benefits Services Supervisor
Address:	200 East 8th Street, Austin, TX 78701
Phone:	Office: (512) 867-7478
Email:	Kraig.Heinzel@ers.texas.gov
Dates of Service:	2017 – Present
Services Provided:	Temporary, Temporary to Hire, Internship, and Payroll Services

Reference No. 5:	
Client Company Name:	**GT Distributors**
Contact Name #1:	Susan Majefski
Title:	Accounts Payable/Customer Service Manager
Address:	1124 New Meister Ln, Pflugerville, TX 78660
Phone:	Office: (512) 691-5858
Email:	Susan.Majefski@gtdis.com
Contact Name #2:	Carol Stafford
Title:	Accounts Payable/Records Manager
Address:	1124 New Meister Ln, Pflugerville, TX 78660
Phone:	Office: (512) 451-8298
Email:	Carol.Stafford@gtdist.com
Dates of Service:	2010 – Present
Services Provided:	Temporary, Temporary to Hire, Direct Hire, and Payroll Services

openwork
Formerly Evins

Proposal for Payroll Services for Referred and Existing Labor for Elections

Section E:

b. Similar Contracts

Similar Contracts

Openwork has experience with projects similar in size and scope with the available necessary personnel, skills, qualifications, facilities, and equipment required to fulfill all requirements set forth in RFP No.: 24RFP65 Payroll Services for Temporary Labor for the Elections Department for Williamson County and any resulting contract, including but not limited to:

- Openwork temporary staff scheduled to report to the County shall meet all minimum criteria and credentials.
- Openwork complies with all applicable safety rules, regulations, and standards.
- Openwork provides qualified and dependable staff, consistently at work, on time, as scheduled, follows instructions, and management direction.
- Openwork provides all payrolling services including processing of Federal Payroll Taxes, Unemployment Insurance, and quarter/annual tax reporting, and W2 reporting to include post payroll reports.

Openwork has provided the following services within the last five (5) years and serves as an experienced and highly qualified provider of temporary staffing services for the County.

Service Category:	Agencywide Temporary Staffing Services
Client company name:	**Harris County**
Physical address:	1001 Preston St #670, Houston, TX 77002
Description of services provided, including dates of service:	**Dates of Service:** 2002 – Present **Services Provided**: Temporary, Temporary to Hire, Internship, Direct Hire, and Payroll Services **Positions Filled:** Multiple departments including Administrative, Technical, Network Support, Programmers, Human Resources, Case Managers, Operations, Call Center Representatives, Law Interns, Accounting, Clerical, Customer Service, Consultants, Custodians, Librarians, Disaster Recovery Workers, Court Investigators, Quality Control, PAL Program, Lee Summer Intern Program, Managerial, Maintenance Technicians, GIS Analyst, Project Directors, HAY Center Summer Jobs, Facilitators, Convenors, Dispatchers, Window Tellers, Management Trainees, IT Assistants, Schedulers, Tax Office, Voters Registration, Election Workers, and more.
Contact person:	**Paulette Davis**
Title:	Human Resources Director, Resources for Children and Adults
Email address:	Paulette.Davis@harriscountytx.gov
Telephone number:	Office (713) 394-4165 / Cell (713) 206-6997
Contact person:	**Gloria Williams**
Title:	Director Human Resources, Tax Assessors Office
Email address:	Gloria.Williams@tax.hctx.net
Telephone number:	(713) 274-8055

Service Category:	Agencywide Temporary Staffing Services
Client company name:	**Travis County**
Physical address:	700 Lavaca St, Suite #800, Austin, TX 78701
Description of services provided, including dates of service:	**Dates of Service:** 1999 – Present **Services Provided**: Countywide Temporary, Temporary to Hire, Internship, Direct Hire, and Payroll Services **Positions Filled:** 40+ departments with clinical and non-clinical positions for critical COVID-19 Eldercare and Emergency Management departments as well as commercial staffing, i.e., senior management in administrative, clerical, accounting, purchasing, legal, human resources, light industrial, technical, customer service, medical, and managerial positions, i.e., Administrative Assistant, Court Clerk, Customer Support Analyst, Receptionist, Business Analyst, Office Specialist, Licensed Vocational Nurse (LVN), Registered Nurse (RN), Certified Nurse Assistant (CNA), Certified Medication Aide (CMA), Paramedic, Emergency Medical Technician (EMT), Tax Office Specialist, Clerk/Admin Support, Warehouse Assistant, Dietary Cook, Housekeeper / EVS Tech, Laundry Worker, Planner/Statistician, Histologist II, Cook, Human Resources, Data Entry, Voter's Registration, Customer Service Representative. Data Entry Clerk, Mail Clerk, Office Specialist, Office Support, and Tax Office Specialist I, Administrative Assistant I, Administrative Associate, Admin/Support, Clerk/Analyst, and Election Workers, and more.
Contact person:	**Michael Montecalvo**
Title	Tax Office Manager
Email address:	Michael.Montecalvo@traviscountytx.gov
Telephone number:	(512) 854-4253 / Cell (512) 854-4868
Contact person:	**Monica Johns**
Title	Senior Office Manager
Email address:	Monica.Johns@traviscountytx.gov
Telephone number:	(512) 854-4372 / Cell (512) 587-5341

Service Category:	Agencywide Temporary Staffing Services
Client company name:	**Williamson County Elections**
Physical address:	301 SE Inner Loop, Georgetown, TX 78626
Description of services provided, including dates of service:	**Dates of Service:** 2017– Present **Services Provided**: Payroll Services **Positions Filled:** All Elections Workers, i.e., Judge, Alternate Judge, Supervisor, Clerk, Field Technician, Support Clerk, Warehouse Worker, Phone Bank, Ballot Board Worker, Signature Verification Clerk, Voter Registration Clerk, Poll Worker, and Assistant Supervisor.
Contact person:	**Logan Smith**
Title:	Deputy Elections Administrator
Email address:	logan.smith@wilco.org
Telephone number:	(512) 943-1569
Contact person:	**Kristine Heimerman**
Title:	Field Supervisor
Email address:	Kristine.Heimerman@wilco.org
Telephone number:	(512) 943-1786

Service Category:	Agencywide Temporary Staffing Services
Client company name:	**City of Austin**
Physical address:	6800 Burleson Rd, Suite 310, Austin, TX 78744
Description of services provided, including dates of service:	**Dates of Service:** 2020 – resent **Services Provided**: Temporary, Temporary to Hire, Internship, Direct Hire, and Payroll Services **Positions Filled:** COVID/Non-COVID Medical and support staff for vaccination sites, testing sites, patient monitoring centers, alternate care site, shelters, downtown community court, and other essential and general staff positions, i.e., Support/Admin, Clerical, Case Workers, Site Supervisors, Customer service Representatives, Accounting Clerks, Inventory Managers, Registered Nurses (RNs), Licensed Vocational Nurse (LVNs), Paramedics/Emergency Medical Technicians (EMTs), Certified Medication Aides (CMAs), Certified Nursing Assistant (CNAs), and Medical Assistants (MAs), for multiple City of Austin locations and surrounding areas.
Contact person:	**Mona Allen**
Title:	Program Manager II, Human Resources
Email address:	Mona.Allen@austintexas.gov
Telephone number:	(512) 972-5099 / (512) 765-3474
Contact person:	**Corey Greenwood, SHRM-CP**
Title:	Events and Exhibitor Services Manager
Email address:	Corey.Greenwood@austintexas.gov
Telephone number:	(512) 404-4213

Service Category:	Agencywide Temporary Staffing Services
Client company name:	**Employees Retirement System of Texas (ERS)**
Physical address:	200 East 18th Street, Austin, Texas 78701
Description of services provided, including dates of service:	**Dates of Service:** 2017 – Present **Services Provided**: Temporary, Temporary to Hire, Internship, and Payroll Services **Positions Filled:** Accountant I-IV, Accounting Clerk, Administrative Assistant I – III, Benefit Specialist III, Clerk III, Customer Service Representative, Data Entry Clerk I – III, Data Entry Operator, Executive Assistant III, Functional Systems Analyst, HR Specialist III, Intern I-III, Investment Analyst, Maintenance Technician I – III, Program Associate, Program Specialist III, Reconciliation Accountant, Research Assistant, Research Specialist III, Business Intelligence Analyst, Project Manager, Systems Analyst, and Technical Support Representative.
Contact person:	**Meghann Robinson**
Title:	Benefits Counseling Manager
Email address:	Meghann.Robinson@ers.texas.gov
Telephone number:	(512) 867-7455
Contact person:	**Kraig Heinzel**
Title:	Member Benefits Services Supervisor
Email address:	Kraig.Heinzel@ers.texas.gov
Telephone number:	(512) 867-7478

openwork Formerly Evins

Proposal for Payroll Services for Referred and Existing Labor for Elections

Section F:
Requested Forms

openwork Formerly Evins

Proposal for Payroll Services for Referred and Existing Labor for Elections

Section F:
Required Forms

a. Anti-Boycott Statement

WILLIAMSON COUNTY
STATE OF TEXAS REQUIRED STATEMENTS

Per Texas Government Code 2271.001, Company certifies that:

■ Company does not and will not boycott Israel during the term of the contract;

And

Per Texas Government Code 2274.002, Company certifies that:

■ Company does not and will not boycott energy companies during the term of the contract;

And

■ Company does not and will not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association during the term of the contract.

Or that these clauses do not apply because:

☐ Contractor is a sole proprietor;

☐ or has less than 10 full time employees;

☐ or contract value is less than $100,000.00

Company/Contractor Name __Openwork LLC_____

Signed By ___*[signature]*_____

Print Name and Title Arlaine Decrevel, Vice President Public Sector
_____

The State of Texas does not allow Texas Counties to do business with companies that boycott Israel, boycott energy companies, or discriminate against firearms entities and trade associations. Companies seeking to do business with the County must either select ALL THREE "anti-boycott" clauses OR specify why the clauses do not apply.

RFP No.: 24RFP65
Payroll Services for Referred and Existing Labor for Elections

Proposal for Payroll Services for Referred and Existing Labor for Elections

Section F:
Required Forms

b. Conflict of Interest Questionnaire

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.	**OFFICE USE ONLY**

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. *See* Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

Date Received

1   **Name of vendor who has a business relationship with local governmental entity.**

Openwork LLC

2   ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3   **Name of local government officer about whom the information is being disclosed.**

Barbi Hageman
Name of Officer

4   Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

    A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

    ☐ Yes   ☒ No

    B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

    ☐ Yes   ☒ No

5   Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

Not Applicable

6   ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

August 15, 2024
Date

openwork Formerly Evins

Proposal for Payroll Services for Referred and Existing Labor for Elections

Section F:
Requested Forms

c. Certificate of Insurance