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**Human Resources, Payroll and Benefits Brokerage Services**

**SYNOPSIS/PRESOLICITATION NOTICE**

**320-15-2501**

**Thursday, July 31, 2025**

The Rural Capital Area Workforce Development Board, Inc. d.b.a. Workforce Solutions Rural Capital Area (WSRCA) intends to post a Request for Qualifications (RFQ) solicitation for Human Resources, Payroll and Benefits Brokerage Servicesproviders on or around **Tuesday,** **August 5, 2025**.

**Purpose:**WSRCA is seeking quotes from qualified and experienced organizations for the provision of integrated or modular comprehensive Human Resources (HR) Services, Employee Benefits, Payroll, Performance Management System and Learning Systems for WSRCA Employees.

**Procurement Process**: WSRCA will post the Solicitation, Request For Qualifications (RFQ) 320-15-2501, any updates, and responses to questions to the Electronic State Business Daily Search (ESBD) <https://www.txsmartbuy.gov/esbd?&page=1&agencyNumber=A1991> and the WSRCA website at <https://workforcesolutionsrca.com/procurement>. Bidders will submit questions and proposals to Nellie Reyes, Director of Procurement at [board.procurement@ruralcapital.net](mailto:board.procurement@ruralcapital.net) within the timelines listed in 2.9 Procurement Schedule. Bidders are responsible for checking either site for updates/addendums to the solicitation.

**Solicitation Schedule**: The solicitation schedule can be found on page 8. Proposals are due Friday, August 22, 2025, 11:59 pm. to Nellie Reyes, Director of Procurement [board.procurement@ruralcapital.net](mailto:board.procurement@ruralcapital.net)

**Contract Period:** The estimated contract start date is on or about January 1, 2026. WSRCA reserves the option to renew the contract on an annual basis, or lesser period for a total contract term not to exceed five consecutive total years.

**Funding:** Funding for the contract agreement is made possible from Federal and State workforce program allocations contracted to WSRCA through the Texas Workforce Commission.

**Background on WSRCA:** WSRCA is a certified local workforce development board serving Bastrop, Blanco, Burnet, Caldwell, Hays, Fayette, Lee, Llano, and Williamson Counties and is incorporated as a 501(C)(3) private, on-profit organization. It is the grant recipient and administrative entity for specified federal and state programs. WSRCA has responsibility for planning, administration, and oversight of employment, training, and subsidized childcare programs. <https://workforcesolutionsrca.com/>.

**Solicitation Manager**: Nellie Reyes, Director of Procurement & Contract Administration [board.procurement@ruralcapital.net](mailto:board.procurement@ruralcapital.net).