World Wide Web Consortium (W3C)
Request for Proposals
for
Professional Employer Organization (PEO) Services

Introduction to W3C

W3C celebrated its 25th anniversary in October 2019. W3C's mission is to lead the World Wide Web to its full potential by developing protocols and guidelines that ensure the long-term growth and sustainability of the Web. The Web provides social value by enabling human communication, commerce, and opportunities to share knowledge. W3C's standards define key parts of what makes the World Wide Web work including horizontal efforts to develop standards in support of accessibility, privacy, and internationalization. One of W3C's primary goals is to make these benefits available to all people, whatever their hardware, software, network infrastructure, device, native language, culture, geographical location, or ability.

W3C is headquartered in Massachusetts, with staff members distributed around the world. Currently, four institutions partner to "host" W3C: MIT (in Cambridge, MA, USA), ERCIM (France), Keio University (Japan), and Beihang University (China). We are planning the transition to a USA-based incorporated legal entity, a 501(c)(3) non-profit, as of January 1, 2022, which will continue to work with the distributed staff while consolidating financial and administrative functions.

Additional information on W3C can be found here: https://www.w3.org/Consortium/facts#org

An overview of current W3C Staff and Contractors can be found here: https://www.w3.org/People

Request for Proposal

The process

1. W3C distributes call for proposals Monday, March 1, 2021

    1.1. Members of the W3C Management Team will be available for informational discovery and clarification.

2. Interested parties must respond by Friday, March 26, 2021

3. Include information about your company:

    3.1. How long in business

    3.2. Number of employees

    3.3. Other types of clients, including, if applicable, other consortia

    3.4. References

    3.5. Any publicly available information on your financial health and stability

4. Please address each area of the scope of services (see below) indicating your ability to provide support as part of the services contract.

    4.1. Indicate which of the services might be implemented before the Legal Entity goes live to either streamline W3C's current operations or ensure that we have a functional model for the transition

https://www.w3.org

4.2. Indicate if there are Best Practices you would normally suggest for W3C to consider as alternatives.

4.3. Indicate experience in supporting people with disabilities both in terms of specific benefits as well as the tools used to communicate with personnel.

4.4. Indicate services and/or regions that you typically outsource and/or provide through partnership with other organizations.

4.5. Provide pricing for the areas you'll address and indicate which are bundled and which could be considered as stand-alone services.

4.6. If a service is marked as Optional, we would like a response to the RFP regardless of your ability to provide that service

4.7. The responses will be evaluated on completeness of offerings. W3C will decide which services we chose to pursue with any candidate organization

5.   How to submit: by email to W3CLEadmin@w3.org

6.   How we will respond. The selection committee will review all proposals and will select the top 2 candidates. (target date is Friday, April 9, 2021)

7.   The committee will set up meetings with the final candidates and key W3C staff. (target completion date of these meetings is Friday, May 7, 2021)

8.   A contract will be finalized with the selected PEO. (anticipated June 1, 2021)

9.   We envision that W3C Inc. will be up and functional on January 1, 2022. In order to meet the target date, we will need to determine when we engage with the chosen PEO. The following are the currently known factors in that decision:

9.1. Which services we choose to enter a contract around

9.2. Which services, if any, can be implemented before the creation of the Legal Entity because they could provide value/benefit for W3C as it exists today

9.3. The size, scope and complexity of the interfaces required between the functions that remain inside W3C and those that are moved to the PEO

Scope of Services

I.   Benefits and Compensation Development and Administration

     a.   Develop a comprehensive "Doing business in 'Country' guide"

     b.   Perform assessment and competitive analysis of W3C compensation by country

     c.   Develop W3C Employee Benefit Program including healthcare, paid time off, pension, short and long-term disability, life insurance, flexible benefits, employee assistance, etc.

     d.   Provide ongoing compensation and benefits support services

II. International Employee Relations and Compliance

     a.   Develop comprehensive overview of international employment law and legislation on a country-by-country basis (as needed)

b. Develop documentation for each country with specific compliance needs met (e.g. employment contracts, offer letters, policies, handbooks and any other HR documentation unique to the country in question) (as needed)

c. Provide ongoing services to remain compliant with taxes, laws, and other risks (e.g. visa and work permits)

d. Provide ongoing counsel for adherence to international, federal, and state employer regulations (e.g. HIPAA, ERISA, GDPR, etc.) including annual compliance audit

III. Global Payroll Administration

a. Organize a multinational payroll calendar

b. Process all global payroll activity with a consolidated view of payroll costs across all countries in real-time

c. Provide network of banking relationships to support domestic and international payments

d. Provide aggregated employee and payroll reports with clarity and sensitivity to currency fluctuations

e. Provide a portal which allows employee self-service, time tracking, and input to personal changes (e.g. time-off requests).

IV. Human Resources Administration

a. Prepare an employee handbook including development of "family friendly policies", such as maternity, paternity, parental leave, etc.

b. Develop other HR policies (e.g. paid time off)

c. Develop local on-boarding processes

d. Provide ongoing HR services and guidance on protocols in-country (e.g. recruiting, sourcing, reference and background checks, labor agreement and contract development, terminations)

V. Other Services (Optional)

a. International Company Registration

b. Global Talent Acquisition

c. Ombuds support for W3C Code of Ethics and Professional Conduct (internal and external complaints)

d. Whistleblower support (internal concerns)

e. Support for Diversity and Inclusion efforts in the broader W3C community (non-staff)

In general, this scope attempts to define the regular, expected activities of the PEO. W3C expects the PEO to perform a variety of general, minor activities not specifically defined herein. W3C Management will conduct an annual review of services with continuation subject to review.

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