

RFP# 24-201 Professional Employer Organization (PEO) Services

This addendum shall modify, clarify, change, or add information and clarification and become part of the above referenced RFP.

Questions & Answers:

Question 1: How do you currently complete payroll services now?

Answer 1: We currently use an external PEO vendor.

Question 2: Who are your insurance carriers for benefits?

Answer 2: United Health Care and Neighborhood Health Partnership

Question 3: Do you use Teams, Google Drive, or SharePoint services to share information/videos with your staff?

Answer 3: General information for all staff is sent via internal email system. Staff may communicate with other staff via TEAMS.

Question 4: Do you have an HR team that is in-house or contracted?

Answer 4: HR team is in-house.

Question 5: How many employees are salary and hourly?

Answer 5: Salary = 70; Hourly = 180

Question 6: How many employees qualify for benefits?

Answer 6: All fulltime employees are eligible for Benefits (250).

Question 7: Could you please elaborate on the need for these services?

Answer 7: Please refer to RFP.

Question 8: What would be the number of awards you intend to give (approximate number)?

Answer 8: 2.13 NOTICE OF CONTRACT AWARD. The Coalition anticipates awarding a single Contract to the responsible and responsive Proposer whose Proposal is determined, in writing, to be the most advantageous to the Coalition, taking into consideration the price and the other criteria set forth in this RFP. The Coalition will electronically post a Notice of its Intended Award at the Coalition's website following the Coalition's selection of the Successful Proposer. If the notice of award is delayed, in lieu of posting the notice of intended award, the Coalition will post a notice of the delay and a revised date for posting the notice of intended award.

Question 9: Please provide us with an estimated NTE budget allocated for this contract.

Answer 9: N/A

Question 10: Is this an old contract or new contract? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?

Answer 10: This RFP is intended to become a new contract. Yes, there's an agreement with ADP. Yes, ADP is eligible to participate in this RFP.

Question 11: Are there any pain points or issues with the current vendor(s)?

Answer 11: No pain point or issues with the current vendor.

Question 12: Could you please share the previous spending on this contract, if any?

Answer 12: Current fees are approximately 2.6-3.01% of gross wages see pg. 11 of RFP). Fees do not include Wages, Taxes, W/C, and Group Insurance.

Question 13: Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?

Answer 13: Subcontracting is not mandatory.

Question 14: Can subcontractors fulfill the requirements related to licenses and certifications?

Answer 14: 2.6 COMPLIANCE WITH LAWS/RULES/REGULATIONS. The Successful Proposer shall for itself, and it shall cause each of its employees, agents, representatives, contractors, and subcontractors to continuously comply with any and all federal, state, and local laws, rules, regulations, codes, ordinances, statutes and orders of any public authority bearing on the performance of the awarded Contract by Proposer. The Successful Proposer shall ensure throughout the duration of the Contract that it, and all of its contractors and subcontractors of any tier, shall be properly licensed and certified, as applicable, continuously throughout the duration of all work performed and services provided in accordance with the resulting Contract. All such licensing and certification shall be at the sole cost of each contractor and subcontractor. Upon request, Proposer shall furnish to the Coalition copies of any licenses, permits or certifications required to comply with any law, rule, regulation, code, ordinance, statute, and order referenced herein.

Question 15: Have you all received your benefits renewal package? Is your renewal 6/1/24?

Answer 15: Yes.

Question 16: What is the total # of FT employees?

Answer 16: 250