



Request for Proposal No. 19-0530 HRMS, Payroll & Benefit Brokerage Services Questions and Answers – 6/12/2019 & 6/19/2019

HRMS/Payroll Questions

What is the Current HRMS Platform (ADP Version) and cost?

The current platform is ADP Workforce Now and ADP Payroll Services. 2019-2020 Budgeted Amounts which are based upon :

Payroll Processing Fees	\$10,324
HRIS Administrative Fees	\$ 6,900

How are you currently reporting 1095 forms? Is ADP currently providing this as a service?

ADP provides 1095-c reporting platform.

Does the organization want to replace the current HRMS and 401k vendors?

CareerSource Pinellas is accepting proposals for HRMS and 401(k) vendors. Interested vendors can submit proposals for HRMS and 401(k) as stand-alone products or in conjunction with any other product listed in the RFP.

Please clarify if the part of the RFP was for Consulting Services for the securing of HCM Software or if it is for the Sale of Software directly to the client?

CareerSource is the end user for an established platform.

Is Onboarding, HR, Benefits, Payroll & Time and Retirement are the only pieces of desired software? What about Recruiting, Learning, Performance, Leave Management, Succession, Compensation?

CareerSource will evaluate the cost benefit of any and all modules.

The bid is in whole not in components, correct, meaning bids on all segments are required?

No, proposals may be submitted for any and/or all components.

Since we are a consulting practice and need to do discovery and sourcing before identifying the appropriate fit, does not having those costs (of a potential system) preclude us from consideration in this RFP process?

CareerSource would expect a recommendation and cost to be included in the proposal consistent with our organization size and make up.

Health & Welfare Consulting Questions

How many employees are enrolled on the health plan?

There are 44 employees and dependents enrolled in the current plan.

Will the number of employees still be 75 as indicated?

Yes, the employee level is anticipated to remain the same. However, participation may vary based on offering.

Does the organization currently use the ADP benefits administration system for open enrollment?

Yes, CareerSource uses the ADP open enrollment module.

Are there any file feeds to the carriers? If the employee is termed or hired in the ADP system, does the benefit information get automatically transfer to Cigna?

The file feed to Cigna is set up and used annually for open enrollment. We do not have a monthly file feed for terminations and new hires.

Would Career Source Pinellas consider a consultant fee structure in place of carrier paid commissions? The RFP references a "Fixed Fee" contract and mentions fees and commissions are to be borne by the carrier provider. Do you prefer one method of compensation over the other?

CareerSource is open to exploring all pricing options.

What is your current plan year? If you are a 1/1 renewal date, be aware rates we receive beyond 60-90 of your renewal will not be valid on 1/1. Are you willing to move carriers outside of your normal renewal date?

The plan year is January – December and CareerSource plans to renew on the same schedule. CareerSource understands that the rates may change however, the Board requested a full examination of all options by July to allow adequate time for review and implementation.

Do your deductibles run on a plan or calendar year?

The plan year and calendar year are the same for all benefits.

What is the anticipated timeline?

All product renewal is anticipated for January 1, 2020.

What current "in kind" services and benefits do you currently use?

Please refer to the Scope of Work; existing product overview. All other services are processed in house.

For benefits quoting we will need you to share the current information for all plans:

- a. Complete Plan design with eligibility rules and coverage details.
- b. Current census with participation
- c. Latest Renewal Packet
- d. Current enrollment methods

Summary Plan Descriptions and Census will be provided upon request.

Are you currently under a Fully Insured, Level Funded or Partially Self-Funded Plan?

Career Source is under a fully insured cafeteria plan.

Retirement Plan Consulting Questions

Current resources and/or vendors for compliance requirement reporting. ADP and ProVise Management Group, LLC.

Does CareerSource have an existing Retirement Committee? If not, will they ask us to assist them in creating one including providing the governance documents?

The Compensation Committee is responsible for oversight of all salaries and benefits of the organization. The Committee meets on an as needed/quarterly basis.

Would CareerSource envision quarterly Retirement Committee meetings that we would attend and provide a quarterly Investment Monitoring Report for their Plan?

Quarterly Reports can be provided to the CFO for Board presentation.

We would suggest a Fee & Expense Benchmarking Study as part of the scope of services, please confirm. Based upon the results of the Benchmarking a RFP project may be appropriate, should we provide that cost in our proposal?

Yes, please include Benchmarking Study fees.

For Employee engagement and education would CareerSource want us to provide these services, if so how often a year and how many sessions would they like?

CareerSource would expect an Introduction Presentation with follow up presentations as warranted to meet employee needs.

Does CareerSource desire that we assist them with Fiduciary Risk Mitigation Services for the Plan?

Yes.

Has the plan design been updated to match the organization's goals?

CareerSource will expect recommendations from the incumbent regarding plan design aligning with goals.

Is there a 401(k) committee in place? How often do they meet?

The Compensation Committee is responsible for oversight of all salaries and benefits of the organization. The Committee meets on an as needed/quarterly basis.

Is the current advisor a named fiduciary?

A Third Party provides fiduciary and compliance responsibilities.

Do you have an updated Investment Policy statement? What reporting tools are currently being used to ensure compliance?

CareerSource Pinellas is undergoing an organization restructure. All policy and procedures are under review.

How often are employee education initiatives being implemented?

Employees have 24/7 access to investment resources on the ADP website. Educational initiatives are under review.

Do you have a match for employees? If, so what amount? (Posted 6/19/2019)

CareerSource makes a Non Elective Contribution each pay period in the amount of 5% of the employee's.

What is the number of active participants and those with a balance? (Posted 6/19/2019)

There are 65 active participants and 229 with a balance.

Can you provide a list of investments or 408(b)2 notice from ADP? (Posted 6/19/2019)

Issued upon request.