

FirstLine Schools, Inc.

Request for Proposal – PEO Services

ATTACHMENT A

Page 1 of 1

PRICING AND SERVICE PROPOSAL

All Proposers must submit a cost breakdown for the implementation & ongoing PEO services as described in this RFP. All Proposers must agree to keep these prices valid for 120 days as of the closing date for this RFP. Proposers must indicate the fee for each category in the table below as well as indicate any additional fees not represented in the categories below.

Service (if service is provided for no additional fee or additional information needed for quote, please indicate as such)	<u>Fee</u>
Fee Model (i.e. per employee per month, Flat fee per pay, etc.)	
Setup Fees	
Bundled or unbundled (i.e. base fee includes taxes, workers' comp, admin, employer paid benefits) or Unbundled (i.e. each fee is shown separately on the invoice)	
Basic Admin Fee per pay period (24 pay periods)	
Per employee/per month charge	
Worker's Comp Rate	
FICA	
FUTA	
Carrier Connection Fees	
Benefits Administrative/Self Service fees	
Performance Management system fees	
Recruitment assistance service fees (i.e. applicant review, reference checking, offer processing)	
ACA tracking and reporting	
Time and Attendance system	
W2 Processing	
New Hire Onboarding (please indicate if in person or via telephone)	
Online Learning Management System	
In person training fee	
Commuter benefits system fee	
FSA fee	
Applicant Tracking System	
Indicate <i>average</i> increase in administrative fee within last 2 years (based on current clients, like organizations)	

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ATTACHMENT B

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CONTACT INFORMATION/BID AUTHORIZATION

Primary Contact Name	
Primary Contact Phone Number	
Primary Contact Email Address	
Company Legal Name	
Company Address	
Company Website	

Company Website	
Year Company Founded	
Years Operating in New Orleans	
Number of Clients	
Number of Employees	
Certified SLDBE (yes/no)	
If YES, Year Certified	

Authorized Representative Name	
Authorized Representative Signature	
Date of RFP Bid Submittal	

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ATTACHMENT C

**Non-Collusion
AFFIDAVIT**

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared, _____, (Affiant) who after being duly sworn, deposed and said that he/she is the fully authorized _____ of _____ (Entity), the party who submitted a Proposal/Contract/Bid/RFP/SOQ No. _____, to FirstLine Schools.

Affiant further said:

- (1) That Affiant has not and will not employ any person, either directly or indirectly, to secure the public contract under which he/she is to receive payment, other than persons regularly employed by the Affiant whose services, in connection with the project or in securing the public contract, are in the regular course of their duties for the Affiant; and
- (2) That no part of the contract price was paid or will be paid to any person for soliciting the contract, other than the payment of normal compensation to persons regularly employed by the Affiant whose services with the project are in the regular course of their duties for the Affiant.

Signature of Affiant

SWORN TO AND SUBSCRIBED
BEFORE ME ON THIS _____ DAY OF
_____, 20____.

NOTARY PUBLIC

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ATTACHMENT D

Responsibility Disclosures

Responses to the following questions must accompany the contractor's bid. A bid may be deemed non-responsive if the contractor fails to provide complete answers or provides false statements to any of the questions provided herein. If any change(s) occur(s) during the bidding process, updated responses must be provided within thirty (30) calendar days of such change(s).

1. Please indicate whether, within the past five (5) years, your firm has been the defendant in any type of court action(s) for (an) alleged violation(s) of labor or employment laws in connection with a contract for custodial services. Yes No

If yes, please explain the circumstances, including the specific allegation(s) filed against your firm; the name of the plaintiffs; the case number; and the disposition/current status of each case.

2. Please indicate whether, within the past five (5) years, your firm or any of its owners, partners, or officers, has/have ever been investigated, cited, assessed any penalties, or found to have violated any labor or employment laws. Yes No

If yes, please explain the circumstances, including the specific charge(s) filed against your firm, its owners, partners, and/or officers; the agency that was involved; and the disposition/current status of each case.

3. If a license is required for any of the services performed by your firm, please indicate whether, within the past five (5) years, your firm, or any individual employed by your firm, has been investigated, cited, assessed any penalties, subject to any disciplinary action by a licensing agency, or deemed to have violated any licensing laws. Yes No

If yes, please explain the circumstances, including the specific charge(s) filed against your firm; the licensing agency that was involved; and the disposition/current status of each case.

Signature of Legally Responsible Party

Date

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ATTACHMENT E
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CHECKLIST OF REQUIRED ELEMENTS

ITEM	PAGE	INCLUDED (y/n)	INITIALS
Executive Summary			
Company Overview/Fiscal Responsibilities Summary (to include items “a” through “g”)			
Performance History & Preparedness for FirstLine (to include items “a” and “b”)			
Customer Service Proposal (to include items “a” through “f”)			
Implementation/Transition/Training Plan & Timeline			
List of dedicated staff (if any) that would be assigned to FirstLine if Proposer is selected			
Benefit Proposal (including all available benefits, overview of coverage and rates)			
Completed RFP Questionnaire			
Description of background screening services			
Samples of New Hire Packet, Benefits Guide, Detail Payroll Job Costing Report, and Invoice			
Pricing & Service Proposal – Attachment A			
Contact Information/Bid Authorization – Attachment B			
Non-Collusion Affidavit – Attachment C			
Responsibility Disclosures – Attachment D			
Checklist (This Document) – Attachment E			
Electronic Copy	n/a		
