



Request for Proposal Professional Employer Organization

to represent

Project Angel Heart
4950 Washington St
Denver, CO 80216

Contact

Kathy Thomas, Human Resources Manager; kthomas@projectangelheart.org
(email only, please no calls)

Schedule

	RFP release date
January 11	
January 17	Written questions due by 5pm MT
January 24	Written responses posted/shared
January 31	Final proposals due by 5pm MT
Feb 1 to Feb 18	Proposal review & questions; revisions due by Feb 18
Feb 18 to March 15	Evaluation committee review
March 16	Finalist selected, contract paperwork
March 22	Project Angel Heart Board approval

Summary

Project Angel Heart is requesting proposals for a Professional Employer Organization (PEO) to provide exemplary, cost-effective human resource solutions, payroll services and employee benefits to begin working with the organization on or before June 1, 2022. It is the intention of Project Angel Heart to contract with a qualified vendor for three (3) years subject to annual performance evaluations and other measures.

Background

Project Angel Heart (PAH) is a registered 501(c)(3) not-for-profit organization that provides medically tailored meals and nutrition services to severely ill Coloradans. Founded in 1991, the organization has delivered more than 8 million meals to Coloradans in need. A full time staff of 40 employees is supported by more than 8,000 annual volunteers. In 2021, this workforce delivered over 550,000 meals to more than 4,000 Coloradans.

The purpose of this request for proposal (RFP) is to compete PAH's PEO relationship in a way that benefits the employees and the organization overall in line with the organization's procurement policy. All eligible PEOs, including the organization's current vendor, are welcome to submit proposals.

Process & details

Upon receipt of this RFP, any interested & qualified parties are welcome to submit questions for clarification in advance of submission to Kathy Thomas, Human Resources Manager at kthomas@projectangelheart.org. Please, no calls. Submitted questions that ask for clarification

on timeline & processes will be responded to promptly. Questions related to the substance of the contract are due by January 17. Answers will be posted online and via email on January 24.

Final proposals should be submitted via email to Kathy Thomas (kthomas@projectangelheart.org) by 5pm Mountain Time on January 31. Submission requirements are listed below. Between February 1 and March 7, Project Angel Heart will evaluate submitted proposals and may invite a subset of submitting PEOs to give presentations during this time. It is the organization's intention to select a finalist by March 11, 2022.

This RFP does not commit PAH to award a contract or to pay any costs incurred in the preparation or submission of response. PAH reserves the right to withdraw the RFP, add new considerations, information or requirements at any stage and to remove candidates from the process at any time for any reason.

Services to be provided

The selected vendor will provide benefits, payroll processing, and serve as the employer of record for PAH which includes statutory benefits such as employee tax withholdings, workers compensation and employer unemployment tax withholdings. The services below are for approximately 40 employees receiving payroll twice a month through electronic deposits:

- A. Human Resource Management
 - a. Support senior PAH leadership with hiring, onboarding, employee life events, separation of employment and discipline procedures
 - b. Unemployment claims handling
 - c. Compliance with all relevant employment laws and regulations
 - d. I-9 verify
- B. Workers' compensation & safety
 - a. Workers' compensation insurance and claims handling
 - b. Compliance with all workers' compensation laws and OSHA regulations
 - c. Safety policies, training, and assessments
- C. Employee benefits
 - a. Health insurance
 - b. Group Life and Accident Death & Dismemberment
 - c. Enroll employees in all benefit plans
 - d. Respond to employee benefit inquiries, claims and complaints
 - e. COBRA management, HIPAA, ERISA Portability Compliance
 - f. HSA & FSA Plan
 - g. Employee assistance and wellness programs
 - h. Wellness benefits
 - i. Additional benefits (including but not limited to life insurance & disability insurance)
- D. Payroll
 - a. Hourly tracking & reporting
 - b. Cloud-based timecard system with payroll register, including geofencing
 - c. Direct deposit
 - d. Paid and unpaid leave processing and time keeping
 - e. All relevant taxes and associated paperwork & reporting (W-4, I-9, etc.)

- f. Intuitive payroll reporting capabilities
- E. Career Advancement and Professional training
- a. Online professional learning platform for staff
 - b. Management strategy building assistance & leadership coaching
 - c. Onsite ongoing training for: Emotional Intelligence, Diversity Equity & Inclusion, Harassment, OSHA & Worksite Safety, Incident Reporting

Submission requirements

1. Company name, contact information, background, size, statement of corporate values, and outline of key staffing and management.
2. Statement of vendor qualifications to include:
 - a. Written evidence of past performance and business endeavors that align with the purpose, values and vision of PAH; if the PEO has a diversity, equity and inclusion policy and program, please provide details.
 - b. Documented experience with other not-for-profit organizations.
 - c. Number of years the PEO has been in business in the United States. Indicate if the PEO is State of Colorado based and provide a copy of your State License.
 - d. PEO IRS Certification (CPEO)
 - e. Employer Services Assurance Corporation (ESAC) accreditation
 - f. Provide your Federal Employer Identification Number and note if you are a certified Minority Business Enterprise. If so, include a copy of the certification.
 - g. Workers' Compensation certificate of insurance as well as information related to the PEO's workers' compensation carrier, the rating of the carrier, length of time PEO has been with the carrier and what coverage commitment the PEO has for the future
 - h. Credentials and experience of the PEOs administrative, human resources and risk management staff and indicate the average staff tenure and turn over within the organization. Biographies for specific team members that will serve PAH including the day to day account manager.
 - i. Any relevant industry awards or recognitions
 - j. Helpdesk availability
3. Executive summary of proposal that outlines full offering (max 3 pages)
4. Clearly articulated pricing model with all associated fees and rates (EPLI, FICA, FUTA, SUTA, and workers compensation) calculated for 40 full time staff but including any cost considerations for increased staffing in the future.
5. Healthcare benefit offerings that specifically outline the following three scenarios:
 - a. High deductible, low monthly premium for a single adult without dependents
 - b. Traditional plan with good coverage for spouse and/or other dependents that prioritizes a reduced annual deductible and a limited out of pocket max
 - c. Options that include traditional insurers and integrated-care models

For all benefits, indicate PEO's ability to cover out-of-state staff and dependents with program offering. Please include summaries of all the plans of benefits being proposed and include pharmacy benefits.
6. For all healthcare benefits, include descriptions of the networks proposed in Colorado for each plan, describing the following:
 - a. Major hospital systems that are included and excluded
 - b. Major physician practices that are included and excluded
 - c. Pharmacy chains that are included and excluded
7. Outline how PEO will handle member accumulators (deductible and out of pocket expenses) that have been incurred from January 1, 2022 through May 31, 2022.

8. Detailed information on any employee wellness and assistance programs and any talent management programs.
9. Confirmation that the timeline above will allow for a smooth and comprehensive start by June 1, 2022. If not, please confirm what date is possible.
10. At least 3 professional references from similarly sized organizations. References from other not-for-profit organizations preferred but not required.

Selection process

An evaluation committee comprised of the President & CEO, Human Resources Manager, and senior PAH leadership will review all submissions. A subset of all submitting PEOs may be invited to give presentations or answer follow up questions related to their proposal. The committee will make a recommendation to the Executive Committee of PAH's Board of Directors. Based on their decision, a final candidate will be selected and informed. Final approval is required by the full Board of Directors. After recognition of original receipt, only selected PEOs will be contacted during the remainder of the process.