

Questions and Answers  
Invitation to Bid: Salary and Payroll Administrative Services

1.

Question:

Does Worknet Pinellas currently have any retirement plans in place or is this a new plan & do you know if your company has had any problems being top heavy?

Answer:

WorkNet currently has a retirement plan in place for core staff. This does not include the Business Services and Customer Service staff to be covered by this proposal. WorkNet would prefer that the successful bidder either add this staff group to their existing retirement plan or create a plan for the group separate from WorkNet.

2.

Question:

Knowing you have Aflac already, are you using their Section 125 Plan currently?

Answer:

The answer to this question is similar to the one above. WorkNet has a Section 125 plan for core staff. We would prefer that this be offered by the bidder, not as an addition to WorkNet's plan.

3.

Question:

What does Worknet Pinellas want to contribute to employee medical? (Carrier Requirements are 50% minimum contribution with a minimum of 70% participation.)

Answer:

WorkNet will contribute 95% to employee medical.

4.

Question:

Are these employees hourly or salaried?

Answer:

Hourly

5.

Question:

The 32 employees (Business Svcs and Cust Svc) represent what percentage of total employees at WorkNet Pinellas, Inc? Are any of these 32 in a managerial or supervisory role for the remainder?

Answer:

WorkNet has 14 core employees. The Business Services and Customer Services staff would represent 70% of the total. Approximately 4 currently have some supervisory responsibilities, although this can change.

6.

Question:

Who is the current vendor? Staffing Service or Payroll Service?

Answer:

FrankCrum is the current vendor.

7.

Question:

As far as job descriptions for the Business Services and Customer Services employees, do you have information to provide? IF not, would either or both of these descriptions match up with positions listed in the State of FL contract?

Answer:

Position descriptions will be posted on the website.

8.

Question:

Who would we invoice for this?

Answer:

Invoices will be submitted to WorkNet Pinellas, Inc., Attn: Finance Department at the address given in the bid request.

9.

Question:

How are vacation and holiday pay currently handled?

Answer:

WorkNet Finance Department staff maintain vacation and holiday pay records. This is not required as part of the bid request.

10.

Question:

Is this document available in PDF format to send over to our Legal Department for approval of our submission?

Answer:

The bid is in PDF format on the website. The Cost Summary was provided in Excel format for each of use by responders.

11.

Question:

On the RFP, I did not see a request for workers compensation coverage. Many times in a PEO the client will want to include that coverage. I assume you do not want us to include a quote for the workers comp.

Answer:

We do want a quote for workers comp included in the response.

12:

Question:

What workers comp codes would apply? Is everyone 8810 (clerical office employees)? Also, please indicate whether there have been any worker's comp claims.

Answer:

Of 30 current employees, 25 are under workers comp code 8810, 5 are under code 7380. I am not aware of any workers comp claims.

13:

Question:

Can you provide an employee census for health coverage quotes?

Answer:

Not at this time. We understand that health insurance coverage can fluctuate greatly depending upon demographics. Please provide your best estimate of a range for healthcare costs for a staff of 30-32. Current staff consist of 7 males and 23 females. Specifics will be addressed as part of contract negotiations.