

StaffMarket HR Outsourcing Requirements Interview

Finding the "right" employee leasing company for your business.



Making the decision to use a Professional Employer Organization (PEO) to handle your Human Resources tasks is a smart move that has benefited thousands of businesses across the USA. PEO services have allowed business owners and managers to focus their energy on expanding their business, not worrying about payroll, tax deposits, workers' compensation insurance and other regulatory compliance. But now that you have made the decision to use a PEO, how will you find the PEO that provides the services you expect, the employee benefits you want...all at the best price? *Put StaffMarket to work!*

What is StaffMarket?

StaffMarket is not a PEO. We are the nation's leading "match maker" for the PEO industry. We help business owners and managers navigate the vast and confusing marketplace for PEO services. We are dedicated to helping companies understand the benefits of Human Resources outsourcing and to establish and maintain a successful relationship with a PEO. The StaffMarket.com web site is specifically built for business owners and managers who are seeking proposals from PEOs. **Our mission is to put you in control of your PEO purchasing decision and get your company competitive PEO proposals.**

Many businesses have learned that the best way to purchase goods or services is to use a Request for Proposal (RFP). When your business conducts an RFP you are:

- **Targeting only the PEOs can service your area and your type of company.**
- **Specifying exactly what you expect from a PEO.**
- **Putting the vendor on notice that your business is being competitively bid.**

Once we have your information, we match your needs with the offerings and target client types of the hundreds of PEOs that participate at StaffMarket. Each PEO who offers the services and employee benefits you require is provided the information necessary to offer you a proposal. Once the RFP period has expired (you set the duration) you'll have PEO proposals to evaluate.

What's the advantage?

Price -A competitive bidding process ensures the best price. You're not just buying from whatever salesperson 'walks through the door'.

Time Savings -PEOs know what you expect. You will eliminate time spent on sales calls from PEOs who can't deliver what you want.

Nationwide Access -StaffMarket has profiled the services and benefits capabilities of PEOs nationwide that want your business. Why just shop locally when PEOs nationwide can service your business?

Referrals - StaffMarket provides you with randomly selected referrals that you can use to evaluate PEO satisfaction.

Accesses to Industry Experts - The principals at StaffMarket have years of experience in the PEO industry and are current on all of the major industry subjects and customer concerns. Let us help you find the best relationship for your company.

What's the cost?

The StaffMarket RFP service is free to all customers—there is no cost or obligation on your part! Our participating companies pay our fees. Because our fee is considerably lower than a traditional PEO salesperson commission, more and more PEOs are turning to StaffMarket as a business partner.

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Please complete this form and fax to 305-675-2872. Your RFP will be "kicked off" as soon as we have the information from this form. Full PEO matching results and RFP status will be available at www.staffmarket.com
 Call us at 877-882-7225 if you have any questions about our service.

StaffMarket Internal Use Only		
Partner Number	Client Number	User ID

Contact Information

Company Name	
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First Name		County	
Last Name		Phone #1	
Title		Phone #2	
Company Address 1		Fax	
Company Address 2		E-Mail Address	
City		How long in business?	
State		Preferred Contact Method?	Phone Fax Email
Zip		Password	
FEIN Number		Current PEO Customer?	
		If so, who?	

Description of Operations (what does your company do?):

Payroll Frequency (Circle One) **Weekly** **Bi-Weekly** **Semi-Monthly** **Monthly**

Current State Unemployment Rate (if known)	
Current Work Comp Experience Modifier (if known)	
Current Administrative Fee (if known)	

If you are with a PEO and don't know these figures, please attach a copy of your bill.

Payroll Information

Workers' Comp Classification/Job Description	Number of Full Time Employees	Number of Part Time Employees	Annual Payroll Per Workers' Comp Classification
Example: 8810/Clerical	6	2	240,000



PEO Services

Payroll Types		Required	Nice To Have	Not Interested
1	Do you need payroll services for employees who are paid by piecework?			
2	Do you need payroll services for commissioned employees?			
3	Do you need payroll services for tipped employees?			

Time/Labor Data Collection

4	Do you need a PEO to support Timeclocks?			
5	Do you need to ability to call a service center to report your employees time?			
6	Do you need the ability to use Point of Sale terminals for labor reporting?			

Payroll Reports

7	Do you need a hardcopy Job Cost Report			
8	Do you need a custom built file that you can download?			
9	Do you need to import payroll data to your accounting software?			
10	Do you need certified payroll reports?			
11	Does your company need to handle expense reimbursement?			
12	Do you need a report that shows costs by department?			

Payment Methods

13	Do you want direct deposit for your payroll checks?			
14	Do you want provide debit cards to your employees?			
15	Do you need to make your payment to the PEO in cash?			

Vacation and Sick Accrual

16	Do you need to have support for vacation accruals?			
17	Do you require that employees can carry over vacation?			
18	Do you require that employees be able to view vacation balances on their checks?			
19	Do you need to have support for sick leave accruals?			
20	Do you require that employees can carry over sick leave?			
21	Do you require that employees be able to view leave balances on their checks?			



Internet Capability		Required	Nice To Have	Not Interested
22	Does your business want to be able to view payroll reports via the internet?			
23	Do your employees need to change their address via the Internet?			
24	Do your employees need the ability to change their W4 via the Internet?			
25	Do your employees need the ability to report your payroll time via the Internet?			
26	Do your managers need the ability to approve payroll time via the Internet?			
27	Does your company want employees to enroll in benefits programs via the internet?			

Human Resources Assistance

28	Do you need a PEO to have a local HR person?			
29	Do you need advice on preparing an employee handbook?			
30	Do you need a PEO to assist with new hire drug testing?			
31	Do you need a PEO to assist with random drug testing?			
32	Do you need pre-employment background checks?			
33	Do you want sexual harassment prevention training?			
34	Do you want employment discrimination training?			
35	Do you want the PEO to handle employment inquiries from third parties?			
36	Do you want guidance on various regulatory compliance issues?			
37	Do you want assistance on employee performance evaluations?			
38	Do you need assistance with employee recruitment?			
39	Do you need assistance tracking employee certifications?			
40	Does your company need Employment Practices Liability Insurance?			
41	Does your company need to work with a PEO that offers support in Spanish?			
42	Do you want to offer your employees a tuition assistance program?			
43	Are you interested in a pre-paid legal expenses program?			



Human Resources Assistance (continued)		Required	Nice To Have	Not Interested
44	Are you interested in employee assistance for drug and alcohol problems?			
45	Are you interested in office computer products training?			
46	Are you interested in management development programs?			
47	Are you interested in pre-employment aptitude and personality profile testing?			
48	Do you need a PEO to assist with employee dispute resolution?			
49	Do you need assistance with employee outplacement?			
50	Does your company need assistance with establishing competitive rates of pay?			
51	Do you need assistance with preparing job descriptions?			
52	Do you want to offer employees financial planning services?			
53	Do you want a PEO that can assist with interviewing job candidates?			
54	Do you want to offer an employee wellness program?			

Risk Evaluation

55	Do you use sub-contractors in your business?			
56	Do your employees work with any Asbestos / Hazardous materials?			
57	Do any of your employees work over water?			
58	Do any of your employees perform demolition?			
59	Have you ever had your Work Comp cancellation cancelled?			
60	Does your company own lease or operate and airplane?			
61	Do you have any unionized employees?			
62	Do you have other businesses under common ownership?			
63	Does your business share employees with other companies?			



PEO Benefits

Medical and Dental Plans			Required	Nice To Have	Not Interested
1	Do you want to offer your employees a Medical HMO plan?				
2	Do you want to offer your employees a Medical PPO plan?				
3	Do you want to offer your employees a Medical POS plan?				
4	Do you want to offer your employees a Dental HMO Plan				
5	Do you want to offer your employees a Dental PPO Plan				
6	Do you want to offer your employees a plan that provides a prescription card?				
	If you offer benefits, what percentage of your employees will participate?	%	Will your company contribute a portion of the benefits cost?	Yes	No

Retirement Plans

7	Do you want a pension plan for your employees?			
8	Would you like to offer your employees a 401K plan?			
9	Would you like a 401K matching amount (from your company) to your employees?			
10	Do you need the ability for employees to contribute bonus checks to their 401K accounts?			
11	Would you like your employees to have the ability to deduct IRA contributions from their paychecks?			

Supplemental Benefits

12	Do you want to offer your employees a plan that provides Vision care?			
13	Do you want to offer your employees a plan that provides Term Life insurance?			
14	Do you want a plan that provides Accidental Death and Dismemberment?			
15	Do you want a plan that offers Flexible Spending Account to your employees?			
16	Do you want a plan that offers Flexible Spending Account to dependents of your employees?			
17	Do you want to offer a Long Term Disability Plan?			
18	Do you want to offer a Short Term Disability Plan?			



Additional Employee Perks		Required	Nice To Have	Not Interested
19	Would you like to offer Credit Union membership to your employees?			
20	Would you like a car rental discount program?			
21	Are you interested in a Buyers Club membership?			
22	Are you interested in Health Club membership for your employees?			
23	Are you interested in any Travel club discounts for your employees?			
24	Are you interested in discounted movie tickets for your employees?			
25	Are you interested in discounts for Amusement Parks?			

Business Insurance				
26	Are you interested in Property and Casualty insurance?			

Additional Questions

What is the main reason you are considering using a PEO?

How soon do you anticipate making a decision?

If you are with a PEO, can you provide a copy of your most recent billing?

How did you find StaffMarket?

Most PEOs will require additional information, namely workers' comp loss runs, a benefits census (listing employees' age, sex, and number of dependants), a copy of your workers' comp declaration page and proof of your state unemployment rate. Would you like for us to handle the distribution of that information? If so, please fax that information to 305-675-2872.

Thank you for taking the time to complete this information. With it, we'll find you the right PEO!



StaffMarket / Client Agreement

I authorize StaffMarket Services to execute a Request for Proposal (RFP) for Professional Employer Organization (PEO) services on behalf of my company.

I further understand that:

- ?? Under no circumstances will my company be liable for fees to StaffMarket.
- ?? StaffMarket will assist locating a PEO that can provide the services needed by my company and that StaffMarket Services is not a Professional Employer Organization (PEO) and does not provide PEO services.
- ?? StaffMarket Services provides no guarantees regarding the capabilities or solvency of any PEO and I will hold StaffMarket Services harmless for any misrepresentations or omissions made by any PEO or PEO representative.
- ?? StaffMarket does not guarantee that I will receive any PEO proposals.
- ?? StaffMarket Services is not acting in any legal capacity as an agent or representative of any PEO and StaffMarket has no liability for any damages that may result from my company's relationship or lack thereof with any PEO.
- ?? StaffMarket shall not be responsible for any damages regarding obtaining or maintaining any required insurance.

I agree that:

- ?? In the event I successfully establish a relationship with any PEO at any time within the next six months, I will provide the name of the PEO to StaffMarket within 2 weeks of the start date of my PEO contract.
- ?? The information provided to StaffMarket in conjunction with this RFP is true and accurate to the best of my knowledge.

X _____
(Signature)

(Printed Name)

(Company Name)



StaffMarket Census Template

Employee number	Age OR Birthdate	Sex	Level of Coverage - Employee Only, Employee + Child, Employee + Spouse, Employee + Family	Employee Zip Code	WC Code	Annual Payroll (For LTD)	Full or Part Time (F/P)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
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Employee number	Age OR Birthdate	Sex	Level of Coverage - Employee Only, Employee + Child, Employee + Spouse, Employee + Family	Employee Zip Code	WC Code	Annual Payroll (For LTD)	Full or Part Time (F/P)
34							
35							
36							
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42							
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44							
45							

If you have employees in more than one state, please provide a breakdown

Payroll by State Breakdown

State	Work Comp Code	Number of Employees	Payroll	State Unemployment Rate