

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 that 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.

StaffMarket HR Outsourcing Requirements Interview
Finding the "right" employee leasing company for your business.



Please complete this form and fax to 877-471-5608. 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			
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	Current PEO Customer?		
FEIN Number	If so, who?		
Type of Business Entity – Check One		<input type="checkbox"/> C Corp <input type="checkbox"/> S Corp <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> Non-Profit	

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 – *We must have payroll values in order to process your request for proposal!*

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



Risk Evaluation		YES	NO
1	Do you use sub-contractors in your business?		
2	Do your employees work with any Asbestos / Hazardous materials?		
3	Any work performed on barges, vessels, docks or bridges over water?		
4	Do any of your employees perform demolition?		
5	Any prior coverage declined/cancelled/non-renewed ?(last 3 years)		
6	Does your company own, lease or operate aircraft/watercraft?		
7	Do you have any unionized employees?		
8	Is applicant engaged in any other type of business?		
9	Do you lease employees to or from other employers?		
10	Any work performed underground or above 15 feet?		
11	Is a formal safety program in operation?		
12	Any group transportation provided?		
13	Any employees under 16 or over 60 years of age?		
14	Is there any volunteer or donated labor?		
15	Do employees travel out of state?		

Please explain all "YES" answers

#

StaffMarket HR Outsourcing Requirements Interview
Finding the "right" employee leasing company for your business.



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 877-471-5608.

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 and I hereby authorize StaffMarket to provide to this information to its partners as required.
-

X _____
(Signature)

(Printed Name)

(Company Name)



Workers' Compensation Insurance Loss History Affidavit
Fax to 877-471-5608 or email to info@staffmarket.com

I, _____, do hereby certify and swear that _____
(name of owner or officer) (company name; dba)

has incurred _____ injuries within the last _____ months.
(Number of injuries)

Please list the injuries and the costs incurred in the table below for the last 36 months:

Year of Claim	Name of Injured	Amount of Claim	Open or Closed	Description of Injury

Note: if there have been no injuries, write (None) in the table above.

Explanation if an individual claim amount exceeds \$15,000.00.

Company: _____

Signed by: _____ Date: _____

Title / Position _____

Any person who knowingly and with intent to injure, defraud, or deceive any insurer file, statement of claim, or an application containing any false, incomplete, or misleading information with the purpose of avoiding or reducing the amount of premiums for workers compensation coverage or conceal information pertinent to the computation and application of an experience rating modification factor, is guilty of a felony of the third degree or as otherwise punishable as provided under the law.